DSS Basics

Training Course

Third Edition

State of North Carolina

NC Accounting System

North Carolina Accounting System

DSS Basics

Training Course

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December 2001

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Overview

The North Carolina Accounting System (NCAS) provides several methods or tools for accessing information.

- Online inquiry is available in all the NCAS applications to research the details of specific transactions.
- Information Expert (IE) is the primary tool used to create mainframe reports.
- Systemware is an online distribution system for standard mainframe reports.
- The Decision Support System (DSS) is a client/server-based desktop analytical and reporting tool. Using the DSS, users can readily access data extracted from the NCAS mainframe and prepare customized reports.

This course teaches the basic skills of how to view, analyze, and report information using the DSS tool.

Audience

Program managers
MIS directors
Chief fiscal officers
Accounting staff
Budget officers
Other End-users

Length

1 day

NOTES

Why use the DSS?

The DSS offers users an easy way to:

- View summary categories or detailed account balances necessary for decision making.
- Create customized reports that are updated automatically from daily production.
- Create graphs that visually represent the data.

Advantages over other methods of access to the NCAS:

- Users can quickly view various presentations of the data with minimal effort.
- Users can quickly change reports without programming.
- The DSS is available when the LAN (Local Area Network) is running, even if the mainframe is down.
- No mainframe time or printing charges

Course Objectives

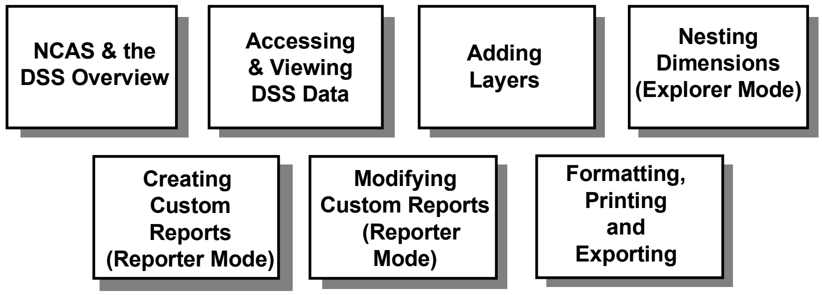
The DSS Basics course is designed to teach users how to use DSS tools and techniques. After training, participants should be able to:

- Understand the nature of the information in the DSS databases.
- Select an appropriate report and database file for agency financial data.
- Access specific data by filtering and drilling down through summary information.
- Create a customized, automatically updatable report to meet agency requirements.
- Export specific data for a permanent record.

Course Map

NOTES

The following diagram or “course map” shows the topics that will be covered in this course. Each topic is summarized below:



NCAS and DSS Overview

NCAS data is extracted, packaged into databases called “multi-dimensional cubes”, and sent to agencies. The data in the DSS cubes is provided at a highly summarized level. Users can then filter and drill down for more specific information using “dimensions”, which are simply categories such as account, fiscal year, budget code, etc. The various types of cubes and standard reports provided to agencies are described.

Accessing & Viewing DSS Data

DSS cubes and reports may be accessed and manipulated easily by users familiar with the basic mouse and keyboard techniques used in the graphical user interfaces of personal computer software, especially spreadsheet software. Filtering, drilling, and other techniques and screen objects unique to the DSS are introduced.

Adding Layers

Adding layers to a report provides the DSS user with a technique similar to adding pages to a financial presentation, where each page may show the same type of data for a different month, budget code, cost center, or other dimension.

Nesting Dimensions (Explorer Mode)

Nesting provides the DSS users with a technique for viewing multiple levels of dimensions at the same time. These levels can be multiple levels of the same dimension and/or levels from different dimensions.

NOTES

Creating Custom Reports (Reporter Mode)

In Reporter mode, reports can be customized in more flexible ways than in Explorer mode. Also, drilling operates differently. These techniques are demonstrated.

Modifying Custom Reports (Reporter Mode)

In Reporter mode, users can also add calculations, move rows, columns, and layers, and nest dimensions in ways not possible in Explorer mode.

Formatting, Printing and Exporting

DSS reports can be formatted and printed using methods similar to those of other personal computer software programs. These techniques, along with exporting data to Microsoft Excel spreadsheets, are demonstrated in this section.

Procedures

Procedures are summary instructions detailing how to complete a specific task. These are handy for quick reference on the job.

Quick Reference Guides (QRGs)

QRGs are summaries of useful information to keep at hand while working with the DSS.

Additional Learning and Help Resources

NCAS

OSC System Information Guide (SIG)

http://www.osc.state.nc.us/

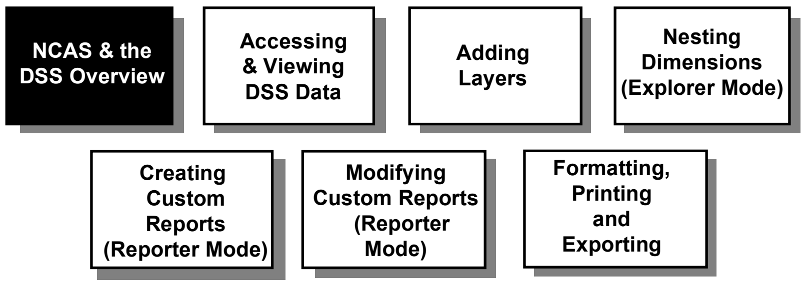
Cognos PowerPlay

1. HELP button on the menu bar
2. Cognos Books Online (Accessible via the Powerplay Help Menu)

General

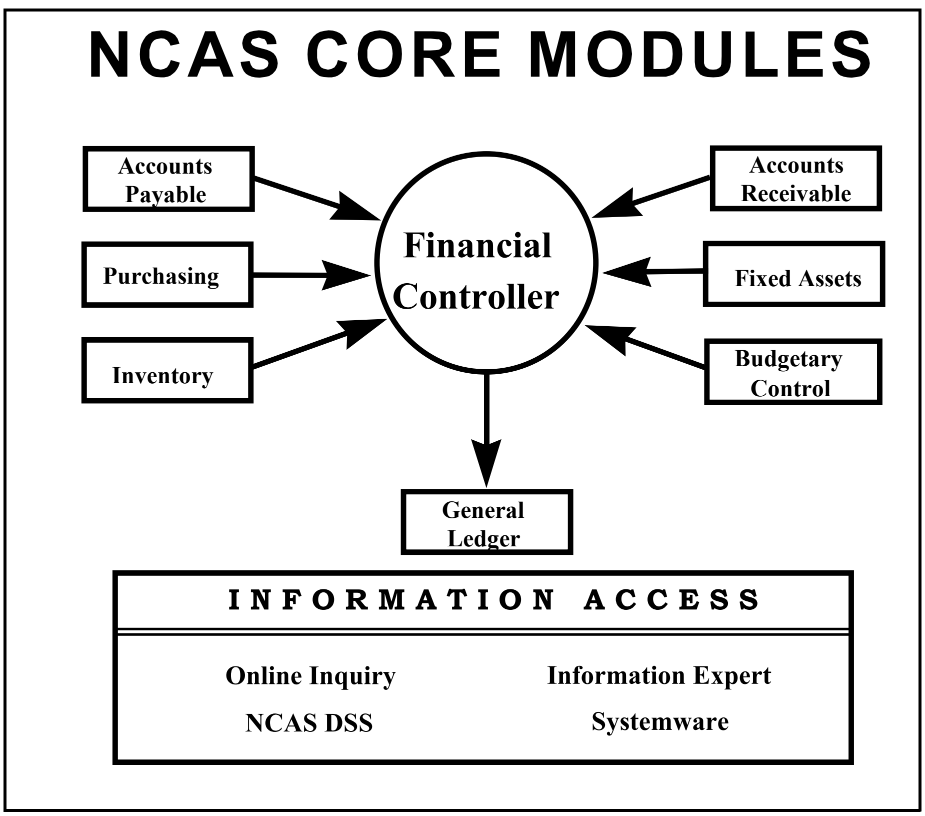
OSC Help Desk 875-HELP (875-4357)

NCAS and DSS Overview



NCAS Overview

The NCAS is the central accounting system for the State of North Carolina. It provides accounting applications to support common business functions, while accommodating unique agency requirements, and supports integrated business activities. The major applications within NCAS are shown in the following figure:



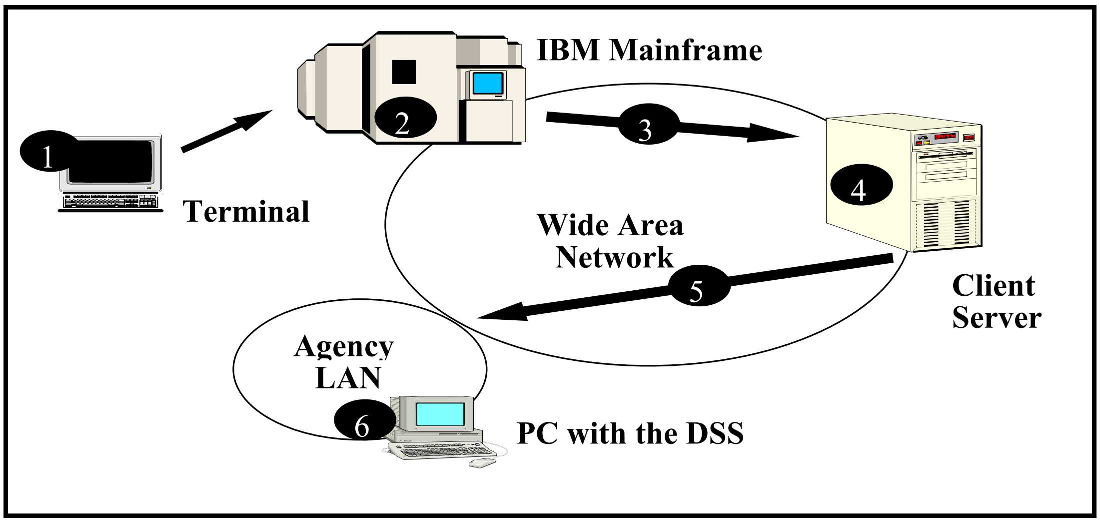
NOTES

The DSS is one of the four main methods of accessing NCAS information. It does not replace the primary functions of the NCAS. Instead, it enhances the NCAS by providing flexible and timely desktop queries and reports. The DSS allows the user to access data extracted from the mainframe, then analyze and disseminate it as needed in the form of user-defined reports that can be drilled into for more detailed information, or can be further modified. The DSS results can also be exported to other applications, such as spreadsheets and databases, or e-mailed to others.

It is helpful for users to know how the DSS integrates with the overall NCAS process in order to understand what type of information is available, when it is available, and how to access it.

The DSS Flow Diagram

The following diagram illustrates the overall NCAS process flow of information from data input to data retrieval using the DSS.



1. Financial data is entered online into the NCAS throughout the day.
2. The NCAS batch cycle is executed nightly to update mainframe files.
3. Mainframe data is extracted and summarized for DSS data and stored on a server.
4. *Multi-Dimensional Cube (MDC)* files are created from NCAS data stored on the server.
5. MDC files are distributed overnight to the agency’s LAN via the WAN.
6. Updated MDC files may be accessed the following day using the DSS.

Agencies with Monthly Updates

NOTES

There are exceptions to the nightly processing cycle. For most agencies, databases are refreshed every evening and available via the DSS the next morning. Other entities have their own accounting systems and interface with the NCAS only on a monthly basis, instead of nightly. Databases for the following entities are refreshed on a monthly basis:

- UNC General Administration
- All Universities
- UNC Hospitals
- Department of Transportation
- NC Housing Finance
- Employment Security Commission

The NCAS Chart of Accounts and Dimensions

Accounting information in NCAS is grouped and summarized by categories such as:

- financial reporting unit (FRU)
- budget code and fund
- account
- center element
- time period (month or year)

Dimensions are simply categories in the DSS, similar to the ones above, which are used to construct reports in a two-dimensional format (like spreadsheets with rows and columns) or in three-dimensional format (like a book or a spreadsheet with may pages or layers in addition to rows and columns.)

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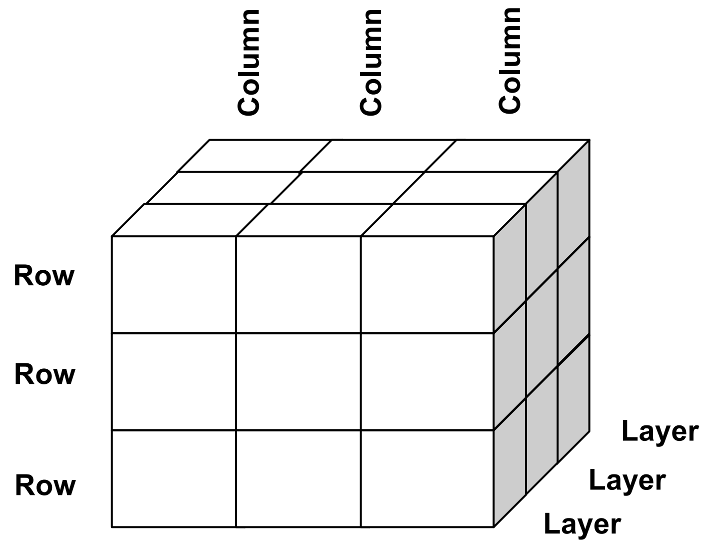


There is a special category of dimensions called **measures**. These are categories of dollar amounts, such as **Year-to-Date Actual** or **Unexpended Authorized Budget**, which may be used like regular dimensions as rows, columns or layers of a report. They may also be used to provide the dollar values at the intersection of other dimensions. This will be illustrated as we work with DSS cubes and reports during this class.

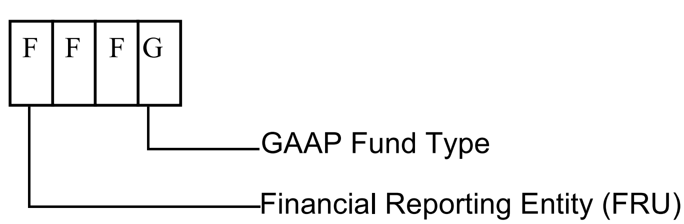
Since the key dimensions in DSS are based on the NCAS Chart of Accounts, users must be familiar its structure, both the common statewide elements, and the modifications unique to their own agency.

Chart of Accounts Overview

In NCAS, accounting activity is posted to an **accounting distribution**, which is composed of three main parts: Company, Account, and Center Code.

Company

- Four-position field
- Accounting Entity + GAAP Fund Type



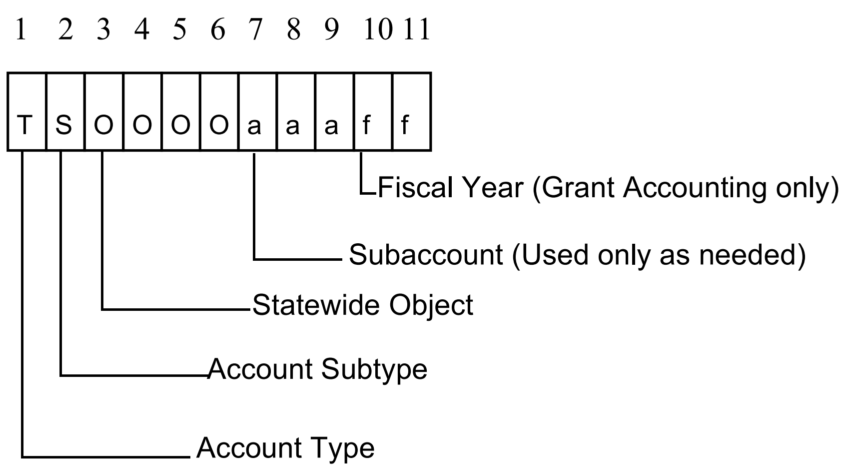
Major GAAP fund types:

NOTES

1 General
2 Special Revenue
3 Debt Service
4 Capital Projects
5 Enterprise
6 Expendable Trust
7 Internal Service
8 Non-expendable Trust
9 Pension
0 Agency

Account

Account describes the purpose of an expenditure, the type of revenues received or the balance sheet accounts required for GAAP accounting.



The main Account Type/Subtype codes are:

43 Actual Revenue

53 Actual Expenditure

63 Authorized Revenue

73 Authorized Budget

78 Certified Budget

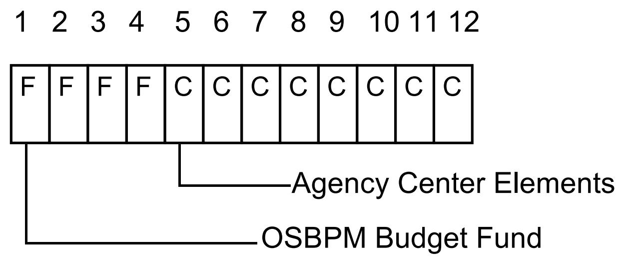
83 Purchasing Encumbrance

03 Accounts Payable Encumbrance

NOTES

Center

Center codes are composed of (a) a four-digit budget fund code that is established by the Office of State Budget, Planning and Management (OSBPM) and (b) agency-defined Center element codes.



Since each agency uses its own unique center elements to categorize and summarize data, center elements appear as separate dimensions in the agency's DSS cube. For example, the 12-digit center code for the OSC is composed of the following elements:

Position	Center Element
1-4	OSBPM Budget Fund
5-8	OSC Cost Center
9-12	Not used

Budget Fund and Cost Center appear as two separate dimensions in OSC cubes.

The use of positions 5 through 12 of the Center code varies widely among agencies. To locate your agency's data accurately, you must be familiar with your agency's Center elements. There is a chart for all major agencies in **QRG 1: Center Structure by Agency**, and on the OSC System Information Guide (SIG).

Chart of Accounts

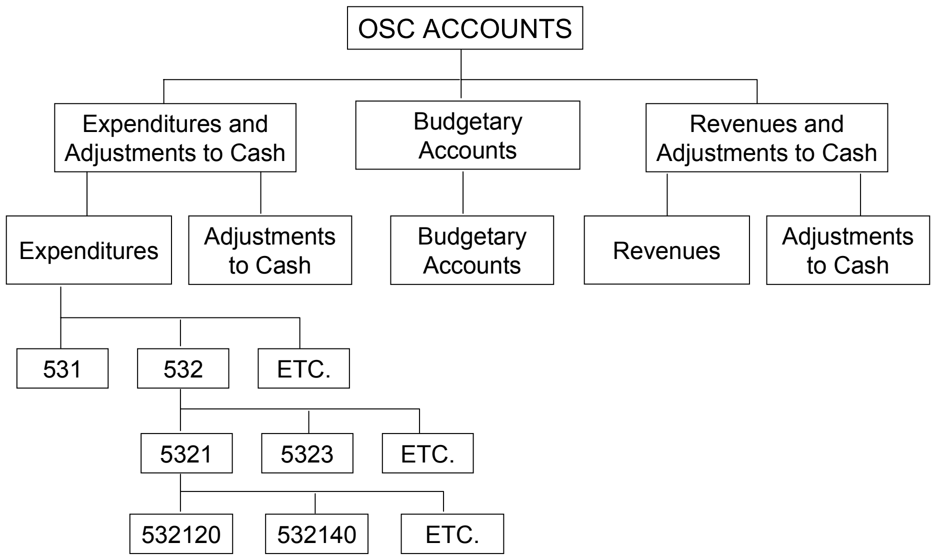
There are two reports in the GLPUBLIC library in IE which can be used to list an agency's chart of accounts. C-U-GL-COA-BY-CENTER lists all accounts within the specified companies and centers. C-U-GL-CHART-OF-ACCOUNTS shows company/account/center combinations, descriptions for the account and center, and the active/inactive status.

Dimension Structure

Dimensions or categories with similar characteristics are grouped together and organized in hierarchies under a heading or top point. This heading or top point is also called a summary point.

NOTES

Some dimensions may have levels of summarization between the top point and the lowest level of detail. For example, in the dimension group for OSC ACCOUNTS, there are three summary groupings below the top point: “Expenditures and Adjustments to Cash”, “Revenues and Adjustments to Cash”, and “Budgetary Accounts”. These three groups summarize other intermediate summary levels beneath them. There are a total of four intermediate summary levels between the top point and the individual detail account level.



NOTES

Other dimensions, such as Fiscal Period (Month), have a simple structure with one top point and then all detail points, with no intermediate summary levels.

FISCAL PERIOD
July
August
September
October
November
December
January
February
March
April
May
June
13th period

Dimension Viewer

The DSS has a Dimension Viewer tool that can be used to display the structure of any dimension in the file tree format that is commonly found in graphical user interfaces. We will use the Dimension Viewer in the next chapter.

Multi-Dimensional Cubes

To meet the different information needs of users, dimensions and measures have been packaged into different database files called “multi-dimensional cubes” (MDCs), each with a different set of dimensions and measures.

The dimensions and measures in each MDC type are shown in the following tables.

Dimension by MDC Type

	MDC Type			
Dimension	**Budget**	**GASB**	**Management**	**Materials Management**
Accounts	(4)	(1)		(2)
Accounts, Operating Statement			(3)	
Aging				X
Budget Code/Fund/Tx Type				X
Budget Codes/Funds	X	X	X	
Budget Types, All	X		X	
Center Elements	X		X	X
Companies, All				X
Expenditure Functions, All		X		
Financial Reporting Unit (FRU)	X	X	X	
Fiscal Period (Month)	X	X		
Fiscal Year	X	X		
GAAP Fund Types		X		
GASB Numbers, All		X		
Grant Year	X		X	X
Requesters/Vendors				X

(1) Includes Balance Sheet Accounts and Operating Statement Accounts
(2) Expenditure accounts only
(3) Includes Revenues, Expenditures, and Budgetary Accounts
(4) Includes Revenues, Expenditures, Adjustments to Cash, and Budgetary Accounts.

Measure by MDC Type

	MDC Type			
Measure	**Budget**	**GASB**	**Management**	**Materials Management**
Actual, MTD	X	X		
Actual, QTD	X			
Actual, YTD		X	X	
Actual, YTD Fiscal	X	X		
Balance				X
Balance, Authorized Available			X	
Balance, Beginning		X		
Budget, Unexpended Authorized	X			
Budget, Unexpended Certified	X			
Budget, YTD Authorized	X	X	X	
Budget, YTD Certified	X	X		
Commitment			X	
Encumbrance, YTD	X	X	X	

Historical Cubes

The OSC also produces historical (previous fiscal years) databases for the Budget MDC and GASB MDC. The Management and Materials Management MDCs contain only current data.

The current fiscal year databases contain some limited data for the previous fiscal years for analysis purposes, generally data for the last quarter and 13th period of the previous two fiscal years. The historical MDCs, however, contain data for the entire fiscal year to which they relate. Historical MDCs for some large agencies may contain data for shorter time periods, such as a fiscal quarter.

File Naming Conventions

MDC files are named according to standard conventions that indicate the agency, type of cube and, for historical cubes, the fiscal year.

Names for agency MDC files for the current fiscal year are composed of:

1. The first two numbers of the agency's FRU code, plus
2. a filler character (the letter “x”), plus
3. an abbreviation representing the cube type, plus
4. the file name extension “.mdc”

NOTES

For example, current year MDCs for the Office of the State Controller (Agency 14) are named:

Management MDC (mgmt)	14xmgmt.mdc
Budget MDC (budgt)	14xbudgt.mdc
GASB MDC (gasb)	14xgasb.mdc
Materials Management MDC (mmopn)	14mmopn.mdc

> There are exceptions to the naming convention format:
>
> - For agencies 07 (Department of State Treasurer), 45 (Department of Revenue), and x99 (Department of Revenue - General Fund Revenues), the *x* precedes the agency number (e.g., x07budgt, x07gasb, x07mgmt, and x07comp) for both current and historical MDCs.

For information about the naming conventions for universities, see **QRG 3: MDC Naming Conventions for Universities**.

Historical (Previous Fiscal Year) MDCs

Names for Budget and GASB MDC files for previous fiscal years are composed of:

1. The first two numbers of the agency's FRU code, plus
2. a filler character (the letter “x”), plus
3. a single letter representing the cube type:

   b = Budget type, or

   g = GASB type,

   plus
4. the abbreviation “fy” for Fiscal Year, plus
5. the last two digits of the fiscal year, plus
6. the file name extension “ .mdc”

NOTES

For example, OSC (Agency 14) historical MDCs for FY2000 and FY1999 are named as follows:

MDC Type	FY2000	FY1999
Budget	14x**b**fy00.mdc	14xbfy99.mdc
GASB	14xgfy00.mdc	14xgfy99.mdc

Other MDC Types

There are also special consolidated cubes for certain agencies (DHHS and the 3X agencies), and consolidated statewide quarterly and statewide multi-year comparative cubes. For a listing, see **QRG 4: Other MDC Types**.

Cubes and Reports

The data in MDC files may be viewed and manipulated by:

1. opening a cube file directly,
2. opening a Cognos PowerPlay report (*.ppr) file, either a standard report or a report customized by the user, which provides a specific view of the data in the cube.

We will cover these methods in this class, and also create customized reports, but a convenient way to begin working with cubes and reports is to begin with a standard report.

Standard Reports

The OSC provides several types of standard reports based on the four types of MDCs. Some of these reports are presented by default in "Explorer" mode and some in "Reporter" mode, which are two different ways of viewing and manipulating cube data. The differences between the two modes will be discussed later. Once opened, however, the report may be viewed in the other mode as well.

Users may access standard reports via a point-and-click graphical interface referred to as the "DSS Desktop", which we will begin to use in the next chapter. As you will see, the Desktop presents separate access buttons for Explorer and Reporter modes, thus the lists of standard reports on the following two pages are grouped according to the default mode of the report.

> For an alphabetical list of standard reports, with cube file name, report file name, and DSS Desktop access path, see **QRG 7: DSS Standard Reports**.

Explorer Mode Reports

Report and database references in the table use the OSC (Agency 14) as an example.

NAME	DESCRIPTION OF EXPLORER REPORT	DATABASES
AFF Management Control Report Explorer name: 14xmgmt.ppr	This Explorer report is used for finding the authorized line item budget, commitments, encumbrances, expenditures, and available balances by fund and cost center from the Available Funds File (AFF).	14xmgmt.mdc (current data) no history available
GL Budget Code Control Report Explorer name: 14xbudgt.ppr	This Explorer report includes all accounts that affect the agency's cash basis budgetary reports (BD701), primarily operating statement accounts. Data available in this Explorer report includes YTD certified budget, YTD authorized budget, YTD actual, YTD encumbrance, MTD actual, and QTD actual.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
GL GASB Control Report Explorer name: 14xgasb.ppr	This Explorer report includes balance sheet and operating statement accounts. It allows the agency to analyze current and prior period general ledger activity with a focus on the detail GASB number and company number. Data available includes MTD actual, YTD actual, beginning balance, YTD certified budget, YTD authorized budget, YTD encumbrance, and YTD fiscal actual.	14xgasb.mdc (current year data) 14gfyx1.mdc (data for YYx1)
MM Open Documents By Account Report Explorer name: 14xmeact.ppr	This Explorer report includes the expenditure accounts for outstanding encumbrances and commitments amounts under the Budget Code/Fund/TX Type dimension. The encumbrances and commitments can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances.	14xmmopn.mdc no history available
MM Open Documents By Requester/ Vendor Report Explorer name: 14xmmrv.ppr	This Explorer report includes an Aging Schedule by Requesters/Vendors for outstanding encumbrance and commitment amounts under the Budget Code/Fund/TX Type dimension. The encumbrances and commitments can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances.	14xmmopn.mdc no history available

Reporter Mode Reports

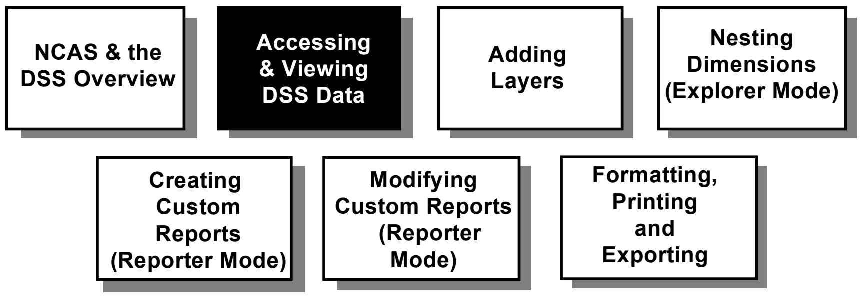
Report and database references in the table use the OSC (14) as an example.Adobe Reports

NAME	DESCRIPTION OF REPORT	DATABASE
BD701 Budget Code Recap Reporter name: 14x7011.ppr	BD701 **Budget Code Recap** reports a budget code level summary of total budgeted and actual expenditures, revenues, and appropriation balances. All amounts are summarized and displayed at the expenditures, revenues, and appropriation level for each budget code.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
BD701 Summary By Purpose Reporter name: 14x7012.ppr	BD701 **Summary by Purpose** reports a summary of the total budgeted and actual expenditures and revenue balances by the budget code. All amounts are summarized and displayed at the budget fund (purpose) level.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
BD701 Summary by Account Reporter name: 14x7013.ppr	BD701 **Summary by Account** reports a summary of the total budgeted and actual expenditures and revenue balances by the account number within each budget code. All amounts are summarized and displayed at the summary account level (4-digits) for each budget code.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
MM Open Documents By Account Report Reporter name: 14xmract.ppr	The **MM Open Documents By Account Report** includes all expenditure accounts for Budget Code/Fund/TX Type Dimensions at the four-digit summary level. Budget Code/Fund/TX Type can be drilled down to encumbrances and commitments levels, which can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances. Calculations can be added to further analyze the balances.	14xmmopn.mdc no history available

Adobe Reports

A number of CAFR reports, preformatted for quick printing, are available in *.pdf format. They may be accessed via the DSS Desktop, but require Adobe Acrobat Reader to view and print them. For a listing, see **QRG 8: Reports Available in Adobe PDF Format**.

Accessing and Viewing DSS Data



Overview

The DSS users often want to take a quick look at data in order to make decisions. A DSS mode called **Explorer** is especially useful for this kind of application. The walkthroughs in this section of the handbook use Explorer for accessing and viewing the DSS data.

Opening a Report

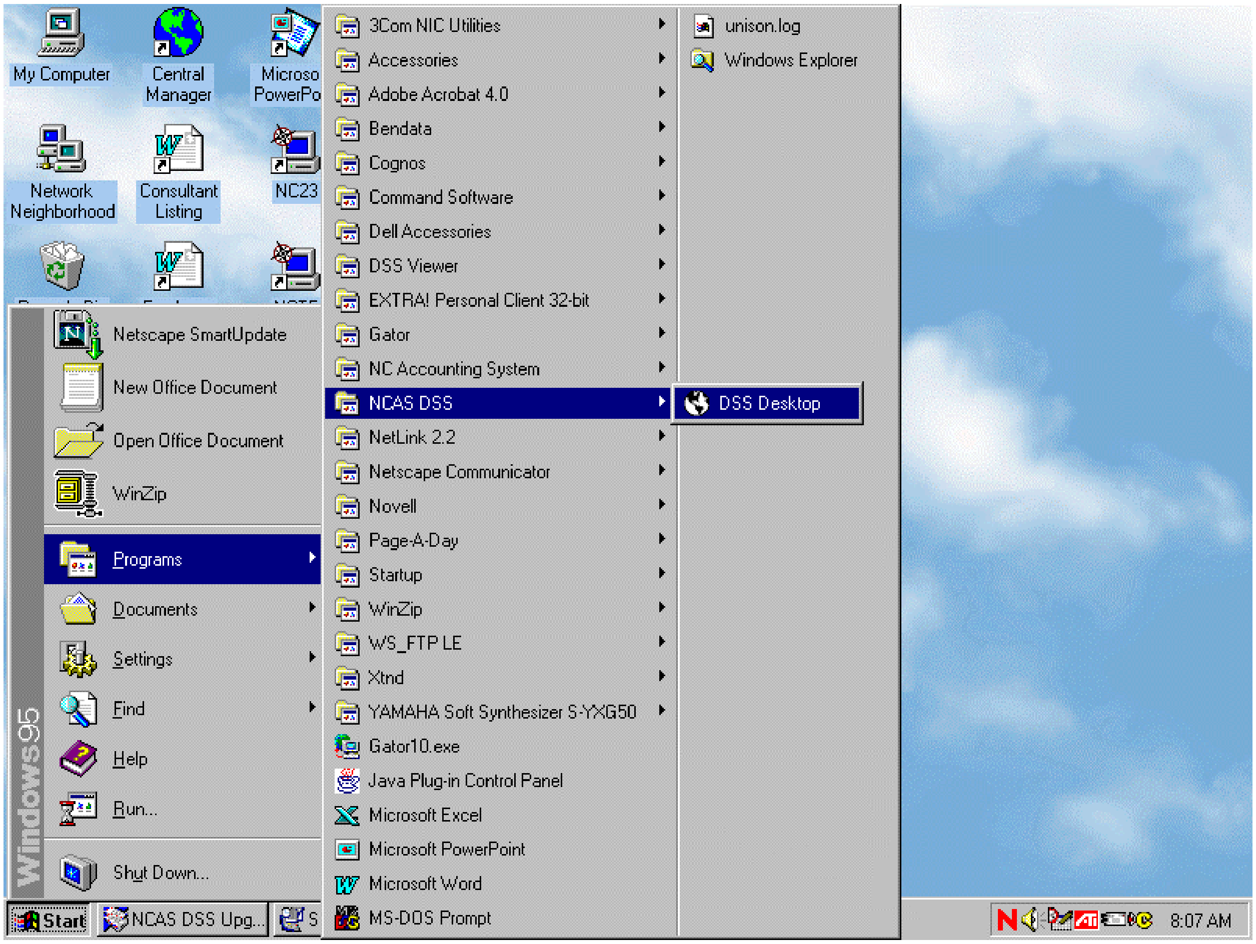
The following walkthrough is designed to demonstrate how to open an Explorer report and its associated database using the DSS. The following scenario describes a situation similar to one that employees might encounter in the workplace. Concepts and techniques used in these walkthroughs are used for many DSS applications. Data presented in examples in this handbook are for demonstration purposes only.

WALKTHROUGH: Opening a DSS Explorer Report

SCENARIO

You are a manager at the Office of the State Controller (OSC), company 14XX.

You decide to use the DSS to review your expenditures and detailed accounts. This data is available in the *Budget Code Control Report*.



To open the DSS:

1. Click on **Start** on the Windows Taskbar, position the cursor over **Programs**, position the cursor over **NCAS DSS**, and then click on **DSS Desktop**.

The DSS displays the NCAS Decision Support System main menu screen.

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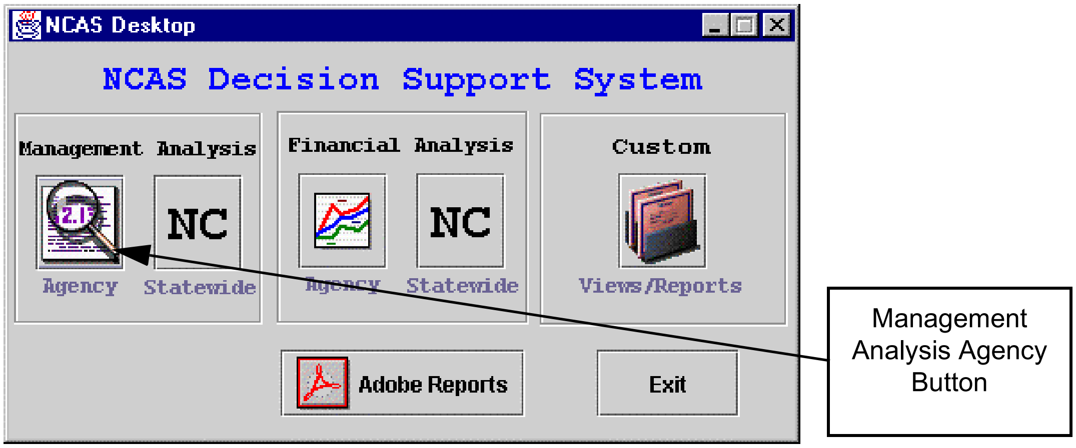


The *NCAS Decision Support System Desktop* is a graphical user interface that allows users to open the DSS and select a standard Explorer report or Reporter report. In the training scenarios, you will be using financial data and dimensions related to budgetary management to demonstrate these tools. Concepts, tools, and techniques covered in this course apply to other types of requests for financial information. From the main menu, it is possible to:

- Select a delivered Explorer report or Reporter report by clicking on any **Agency** button.
- Select a custom Explorer report or Reporter report by clicking on the **Views/Reports** button in the Custom section.
- Select a delivered Adobe report by clicking on the **Adobe Reports** button.
- Select a delivered Explorer report or Reporter report for all agencies by clicking on the **Statewide** button.

    Statewide reports are available only to central management agencies.

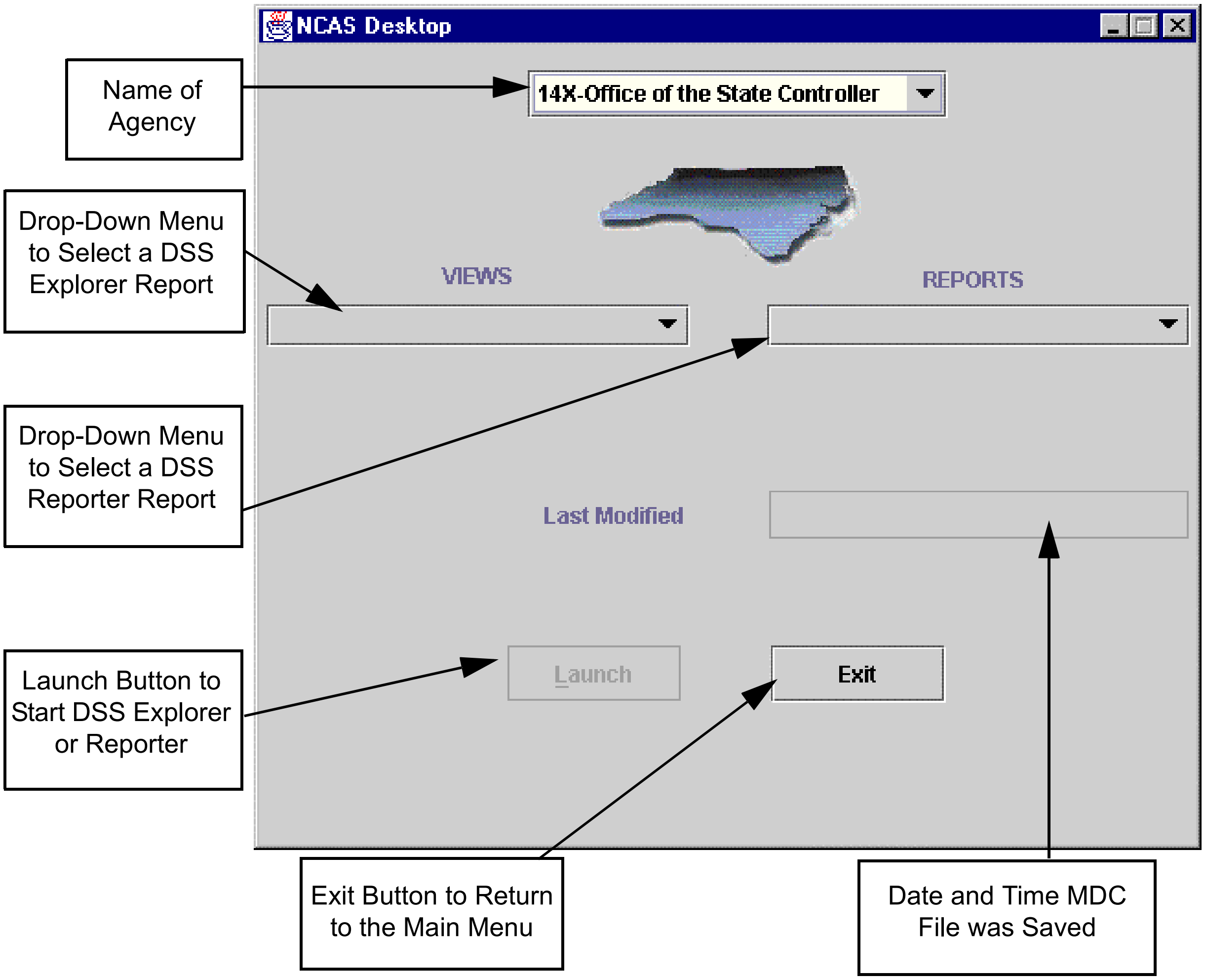
- Exit the DSS by clicking on the **Exit** button.

To open a report using Explorer:

2. Click on the **Management Analysis Agency** (magnifying glass) button on the *Decision Support System* main menu.

   The DSS displays the *Agency Management Analysis Select Menu* screen which allows users to select a specific Explorer report or Reporter report to obtain the data needed from the DSS.

NOTES



The *Agency Management Analysis Select Menu* screen gives access to both the DSS Explorer Reports and Reporter Reports. Explorer Reports are used primarily for taking a quick look at the data utilizing **Explorer**. Reporter Reports are used for more detailed accounts and for calculations utilizing **Reporter**.

Once an Explorer report or Reporter report has been selected from the Select Menu, and a database has been selected from the Choose a Local Cube window which follows, the DSS will automatically retrieve data from the database.

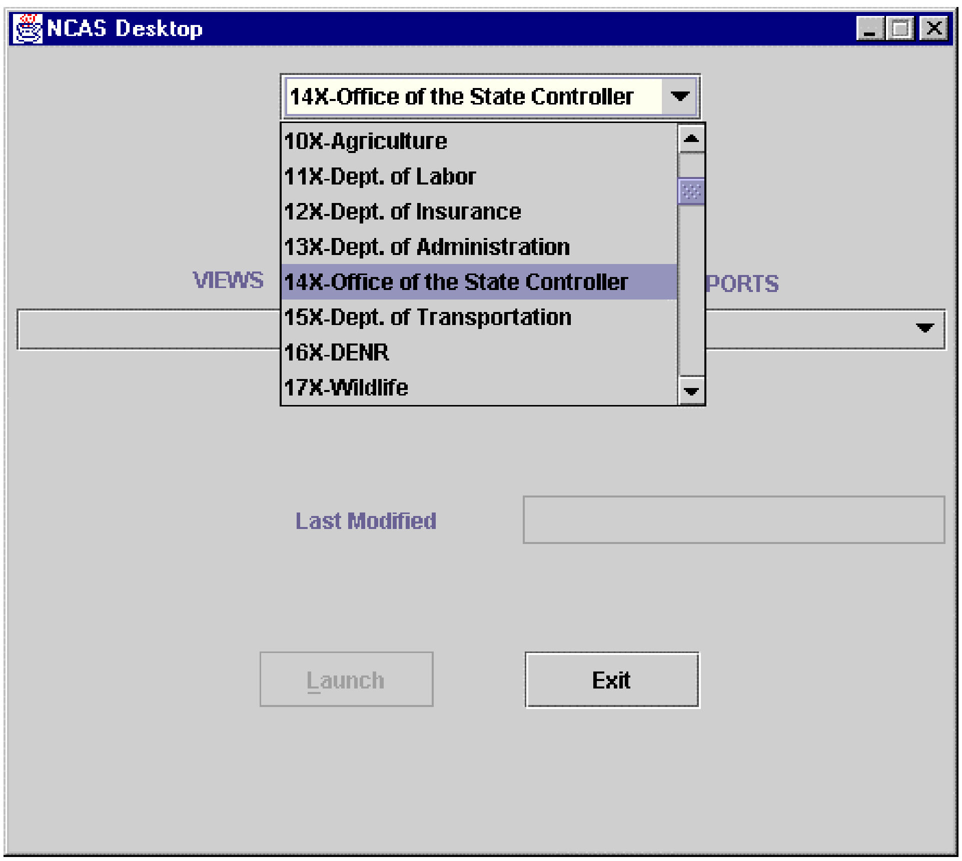
Certain information is important to understand regarding this screen:

NOTES

- Name of agency
- Drop-down menu for selecting an Explorer report
- Drop-down menu for selecting a Reporter report
- Launch button
- Exit button
- Date and time of the last update of the data

Central Management Agencies only:

(all other users proceed to Step 6)

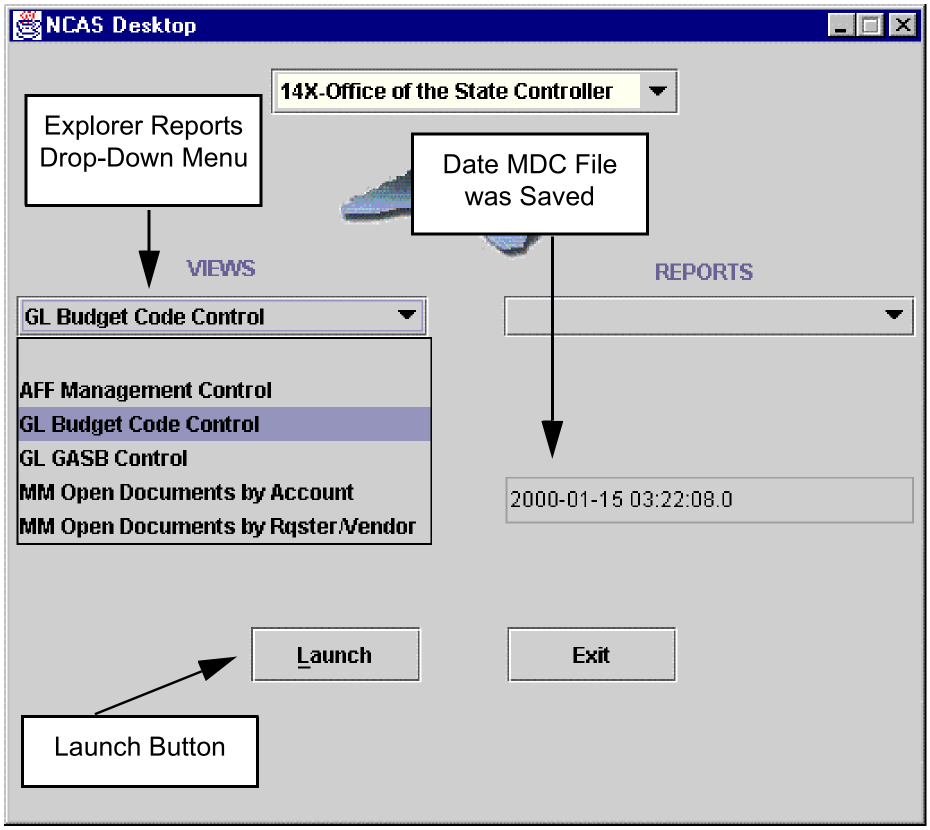


3. Click on the **drop-down arrow** beside Please Pick An Agency Below to get a list of agencies available to you.

4. Click on the **scroll bar** until 14X-Office of State Controller is visible.

NOTES

5. Click on **14X-Office of State Controller** from the Please Pick An Agency Below drop down menu on the *Agency Management Analysis Select* menu screen.



6. Click on the **drop-down arrow** of the Views list box on the *Management Analysis Select* menu to drop-down a list of available Explorer reports.

7. Click on **GL Budget Code Control** to select it from the Explorer Reports list box.

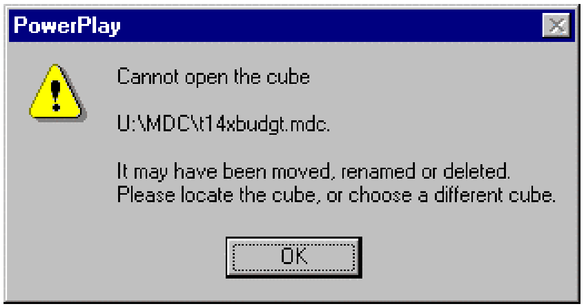
   The *GL Budget Code Control* is the most appropriate Explorer report to review detailed expenditure and revenue accounts. The DSS displays the date when the database was last updated.

8. Click on the **Launch** button.

> Depending on the size of your agency's database, it may take a few minutes for the *Cannot open the cube* window to display. The DSS displays an hourglass to indicate that it is still working.

NOTES

The DSS displays the *Cannot open the cube* window. This is an informational message, not an error message.

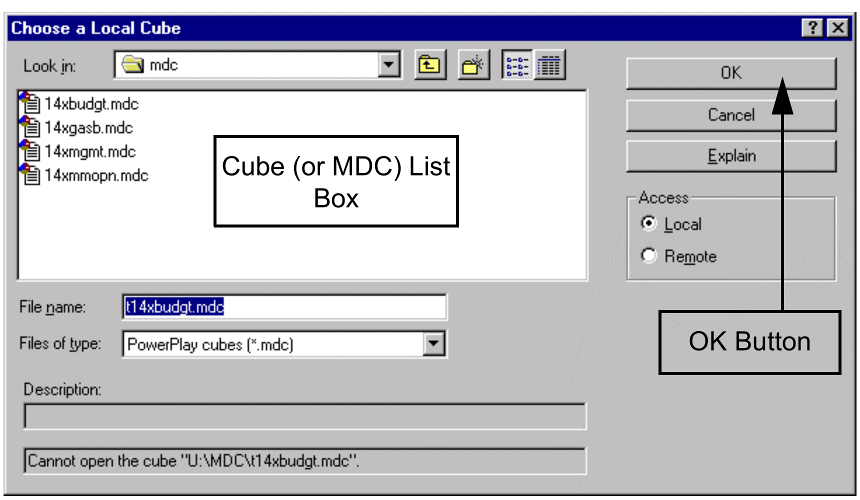


To facilitate the use of the various databases (MDCs), the OSC has saved the DSS reports to **Prompt for Cube**. Budget and GASB Explorer and Reporter Reports now prompt for cube. Prompting for cube will allow the DSS Explorer Reports or the DSS Reporter Reports to access either current MDCs or historical MDCs. Prompting for cubes allow the user to choose between current MDCs or historical MDCs of the same type, e.g. 14xBudget, 14xBfy98, or 14xBfy97.

To open the Choose a Local Cube box:

9. Click on the **OK** button.

The DSS displays the Choose a Local Cube window. For more information about selecting databases, refer to *Multidimensional Cubes* in the *NCAS and DSS Overview* section.



Sometimes the correct data path for the MDCs does not appear in the LOOK IN: field of the Choose a Local Cube window. The user can change the directory to the correct one.

NOTES

To select the database:

10. Click once on the **14xbudgt.mdc** cube (database) in the list of file names in the Choose a Local Cube window.

> The DSS requires that the database selected be compatible with the report selected.
>
> By looking at the choices visible in the Choose a Local Cube list box, it is possible to see that several databases, 14xbfy98.mdc, 14xbudgt.mdc, and 41budgt.mdc contain budget code data.
>
> Cube 14xbudgt.mdc is compatible and contains current budget code data for the OSC. Cube 14xbfy98.mdc is compatible but contains the budget code history for 1998 for OSC.
>
> Cube 41budgt.mdc should not be selected for report 14xbudgt.mdc because 41 refers to company 41 (ITS), while 14 refers to the OSC.

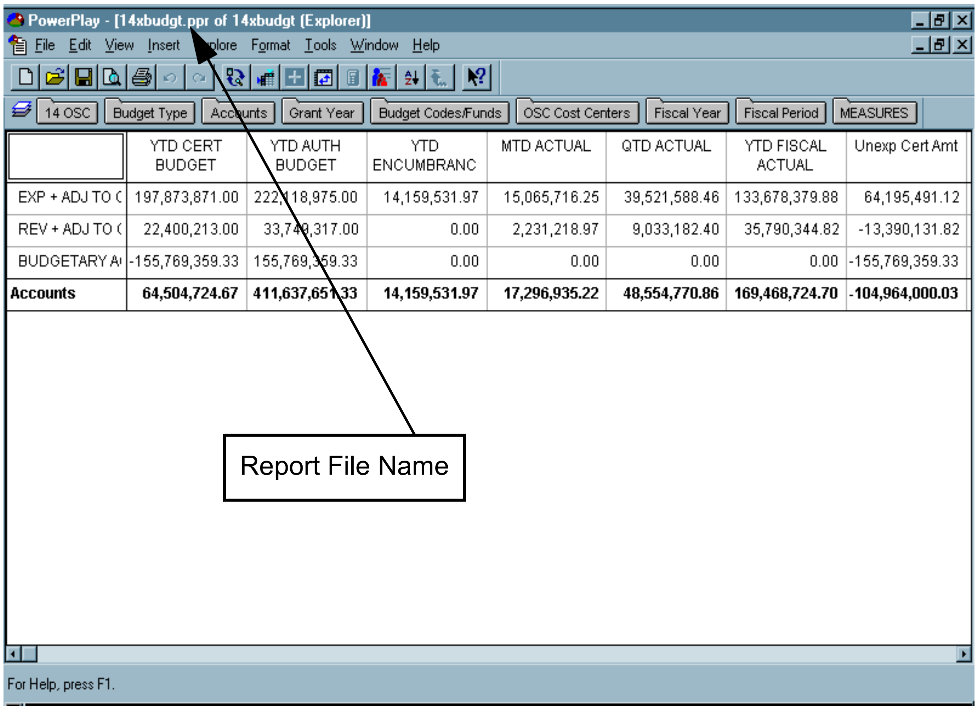
14xBUDGT.MDC should now be highlighted.

11. Click on the **OK** button.

> The DSS displays an hourglass to indicate that the computer is bringing up the cube. Users may have to wait several minutes for a large database.

The DSS opens the report and retrieves data from the selected database.

NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	197,873,871.00	222,118,975.00	14,159,531.97	15,065,716.25	39,521,588.46	133,678,379.88	64,195,491.12
REV + ADJ TO (	22,400,213.00	33,749,317.00	0.00	2,231,218.97	9,033,182.40	35,790,344.82	-13,390,131.82
BUDGETARY A	-155,769,359.33	155,769,359.33	0.00	0.00	0.00	0.00	-155,769,359.33
Accounts	**64,504,724.67**	**411,637,651.33**	**14,159,531.97**	**17,296,935.22**	**48,554,770.86**	**169,468,724.70**	**-104,964,000.03**

You now have successfully opened the Budget Code Control report and database for the OSC.

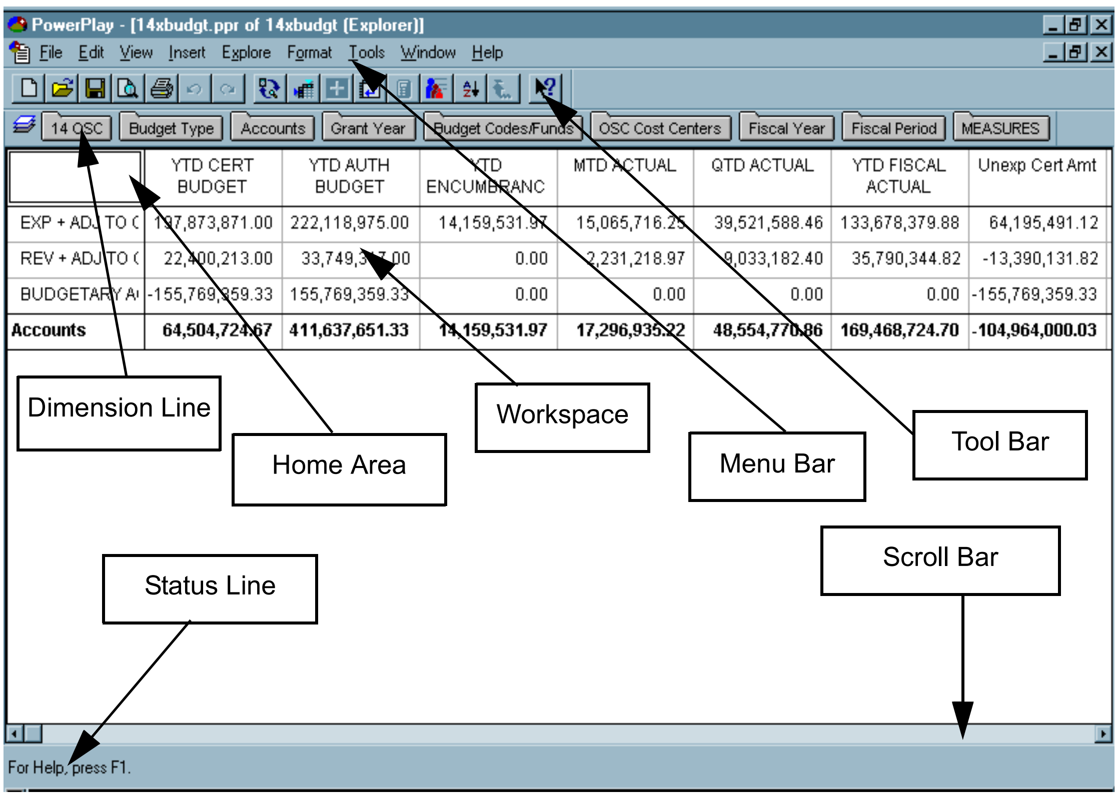
> The MDC is located on a LAN drive where access is restricted to read-only. Data can only be retrieved and manipulated, not modified (saved) or deleted.

NOTES

A Tour of the DSS Screen

The Explorer screen has seven significant features:

- Menu bar
- Tool bar
- Dimension line
- Home area
- Workspace
- Scroll bar
- Status line



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	197,873,871.00	222,118,975.00	14,159,531.97	15,065,716.25	39,521,588.46	133,678,379.88	64,195,491.12
REV + ADJ TO (	22,400,213.00	33,749,347.00	0.00	2,231,218.97	9,033,182.40	35,790,344.82	-13,390,131.82
BUDGETARY A	-155,769,359.33	155,769,359.33	0.00	0.00	0.00	0.00	-155,769,359.33
Accounts	**64,504,724.67**	**411,637,651.33**	**14,159,531.97**	**17,296,935.22**	**48,554,770.86**	**169,468,724.70**	**-104,964,000.03**

The **Menu bar** contains drop-down menus for all available Explorer functions.

> The **Help menu** can be used for a detailed explanation of any command discussed in this document.

The **Tool Bar** provides buttons to quickly perform a specific menu bar function. These buttons will be pointed out whenever they are used in a walkthrough.

NOTES

The **dimension line** contains all the available dimensions for the report. In order to display all the available dimensions at once, the dimension line must be resized. If resizing were not done the scroll arrows at the end of the dimension line would have to be used to scroll to the desired dimension. The dimension line needs to be resized every time you access the DSS.

The **home area** is a “neutral zone.” Positioning the cursor in the home area and clicking the mouse deselects highlighted cells.

The **workspace** is a result of all selections of the available dimensions and the type of graphic display. Walkthroughs and exercises in this handbook utilize cross-tab displays.

A **scroll bar** below or to the right of the data enables users to scroll through the data whenever the report is too wide or too long for a single screen.

The **status line** displays helpful information about Explorer functions or commands. For instance, when the cursor is positioned over a tool bar button, the status line explains the button’s function.

NOTES

Filtering

Filtering is a way to narrow the information (instead of viewing all available information) from the DSS database. It is necessary to filter the DSS data because it is delivered at a highly summarized level. Filtering makes the data more meaningful.

Filtering for fiscal year, month, and budget code are usually the first steps users take to customize their data. During this course whenever it is appropriate, you will filter the data for these dimensions.w

Filtering Using the Dimension Line

The following walkthrough demonstrates how to use the dimension line to filter for fiscal year, month, and budget code.

WALKTHROUGH: Using the Dimension Line to Filter for Fiscal Year, Month, and Budget Code

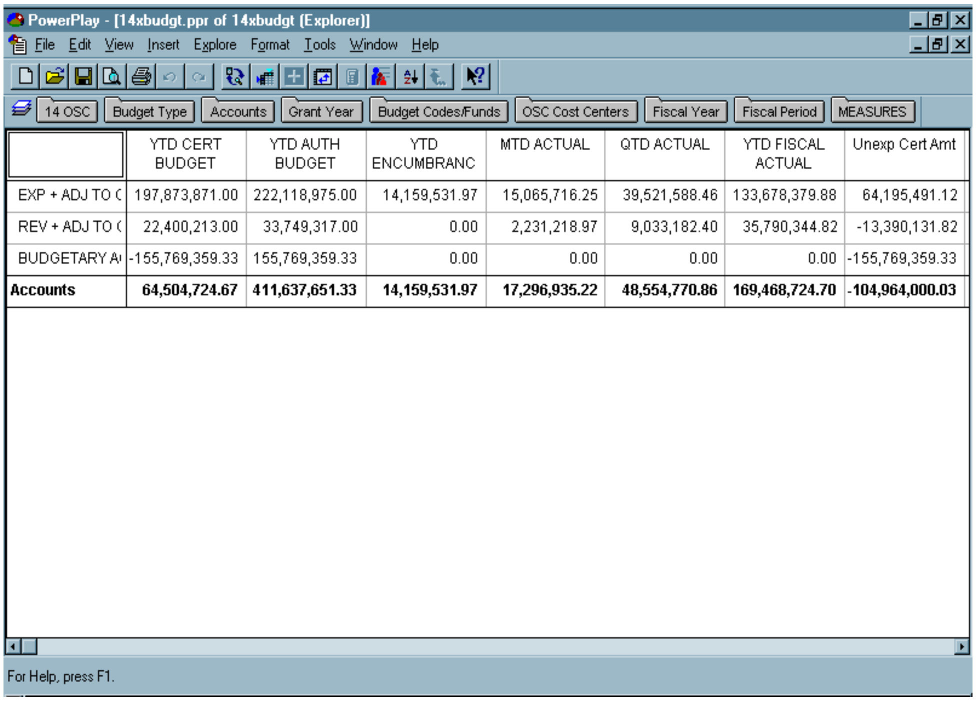
SCENARIO

You want to review expenditures. After opening the *Budget Code Control Report* for the OSC, you decide to filter the data for fiscal year, month, and budget code.

Walkthrough Objectives:

- ❒ Filter for fiscal year 2002.
- ❒ Filter for the month of August.
- ❒ Filter for code 24160.
  - — Filter for code 14160.
  - — Filter for fund 1000.

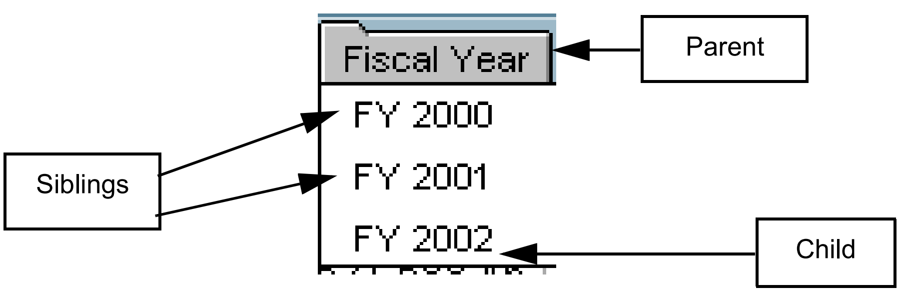
NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	197,873,871.00	222,118,975.00	14,159,531.97	15,065,716.25	39,521,588.46	133,678,379.88	64,195,491.12
REV + ADJ TO (	22,400,213.00	33,749,317.00	0.00	2,231,218.97	9,033,182.40	35,790,344.82	-13,390,131.82
BUDGETARY A	-155,769,359.33	155,769,359.33	0.00	0.00	0.00	0.00	-155,769,359.33
Accounts	**64,504,724.67**	**411,637,651.33**	**14,159,531.97**	**17,296,935.22**	**48,554,770.86**	**169,468,724.70**	**-104,964,000.03**

To filter for the fiscal year:

1. Click on or position the cursor over **FISCAL YEAR** on the dimension line to view the list of choices.

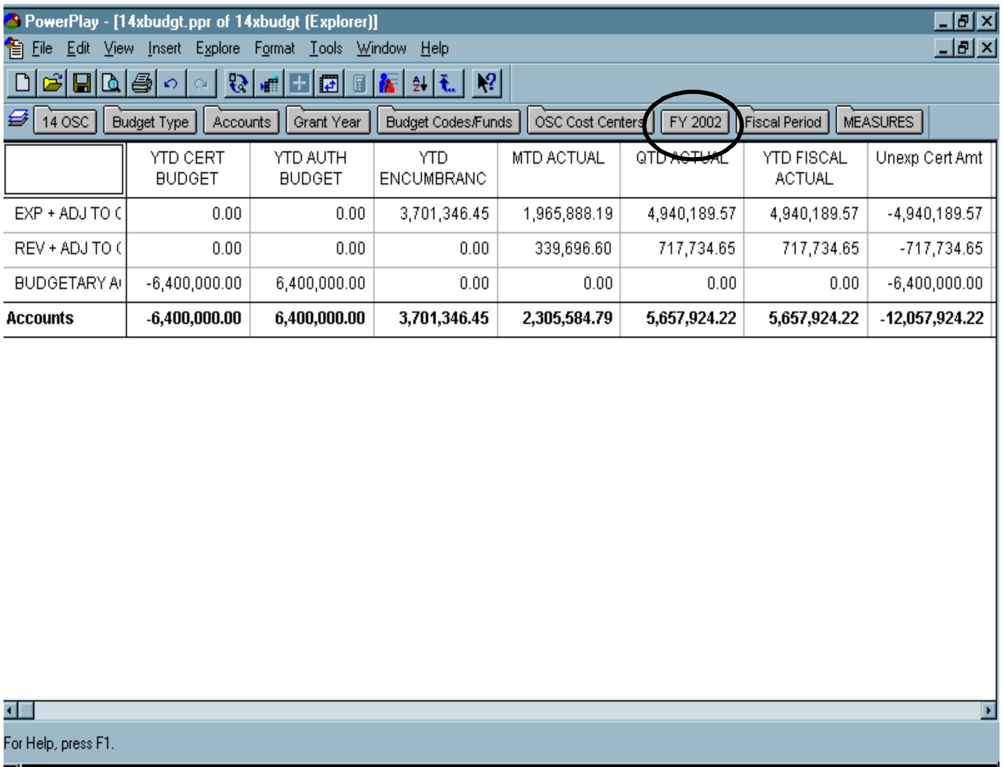


2. Click fiscal year **2002**.

   FISCAL YEAR is a parent category of fiscal year 2002 and fiscal year 2002 is a child category of **FISCAL YEAR**.

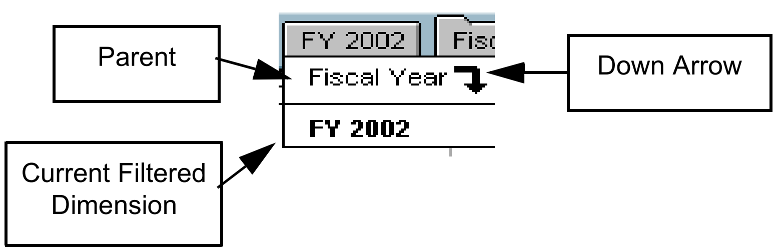
NOTES

In the dimension line, the dimension changes from **FISCAL YEAR** in a closed folder to 2002 in a rectangle. This indicates that the data that is being filtered for fiscal year 2002 is the lowest level for this dimension.



To review the dimension structure:

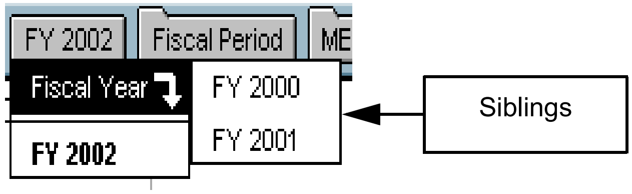
3. Position the cursor over **2002** on the dimension line.



The current filtered dimension is displayed in **bold**. A down arrow identifies the parent category.

4. Position the cursor over the **down arrow.**

NOTES



The siblings of the currently filtered dimension appear and are available for filtering.

To filter for the month of August:

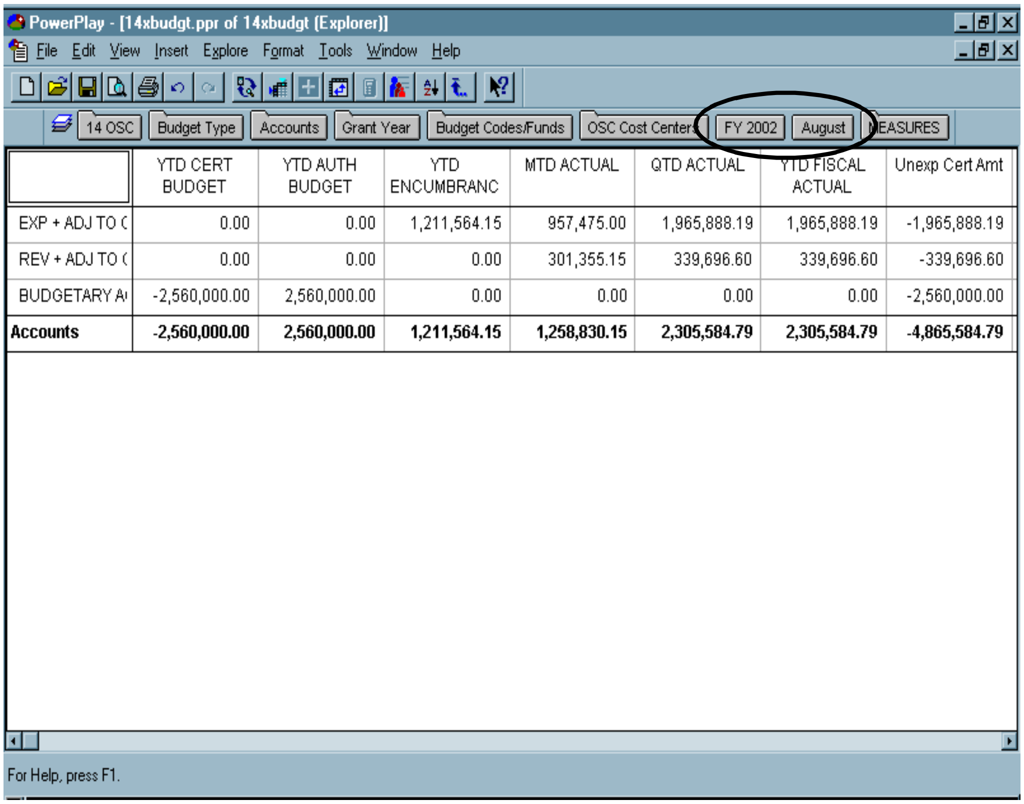
5. Position the cursor over **FISCAL PERIOD** on the dimension line to view the list of choices.

6. Click on **August** to select it from the list.

   FISCAL PERIOD is a parent category of *August* and *August* is a child category of **FISCAL PERIOD**.

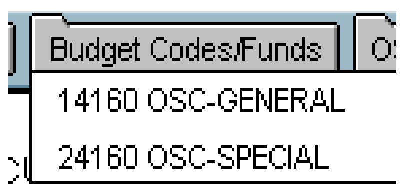
NOTES

The data is now filtered for fiscal year 2002 and the month of August.



To filter for the budget code:

7. Position the cursor over **BUDGET CODES/FUNDS** on the dimension line to view the list of choices.

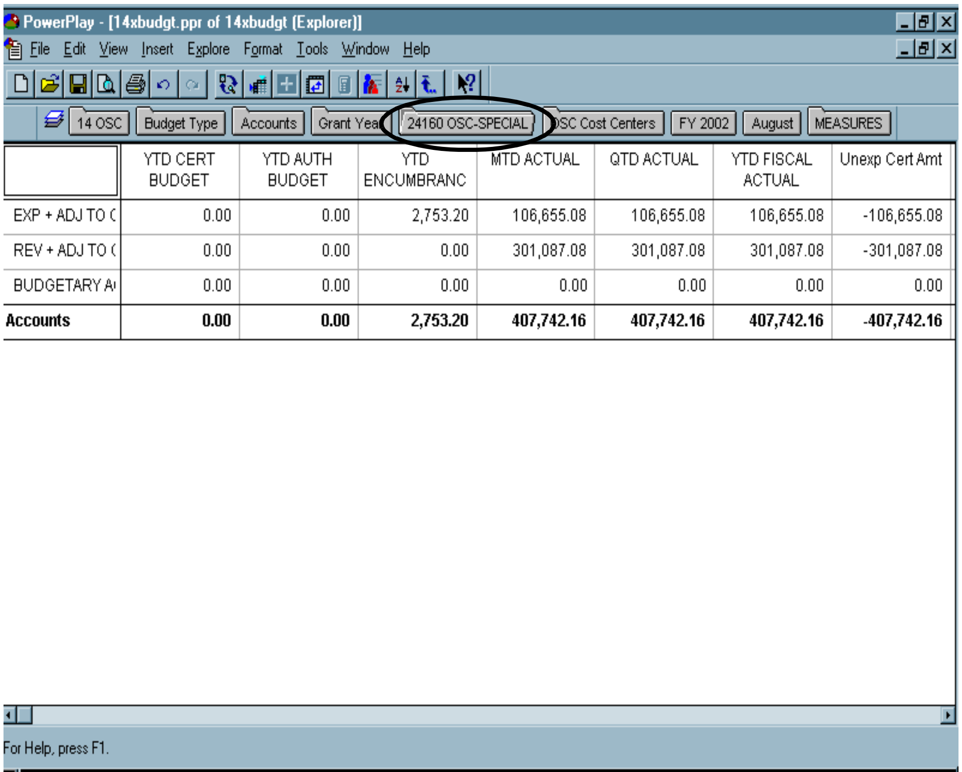


8. Click on **24160 OSC-SPECIAL** to select it from the list.

The DSS displays the data filtered for fiscal year, month, and budget code.

Notice in the dimension line that the dimension changes from **BUDGET CODES/FUNDS** in a closed folder to **24160 OSC-SPECIAL** in an open folder. This indicates that the data being filtered has more detailed points.

NOTES



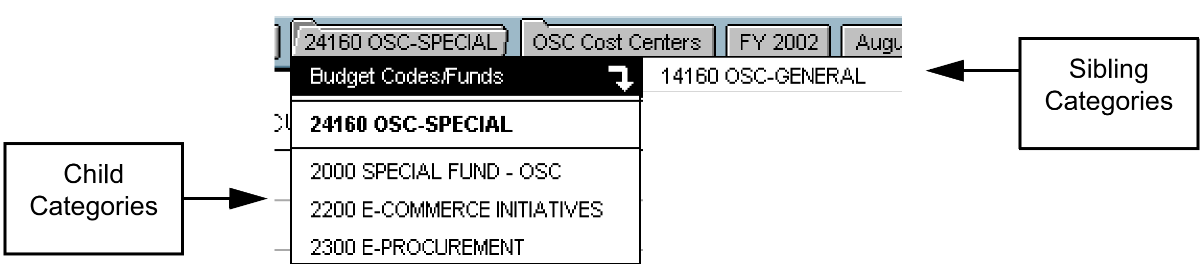
You have now successfully filtered the GL Budget Code Control report to view budget code 24160 OSC-SPECIAL for August 2002.

To filter for the sibling category 14160 OSC-GENERAL:

9. Position the cursor over **24160 OSC-SPECIAL**.

10. Position the cursor over the **down arrow**.

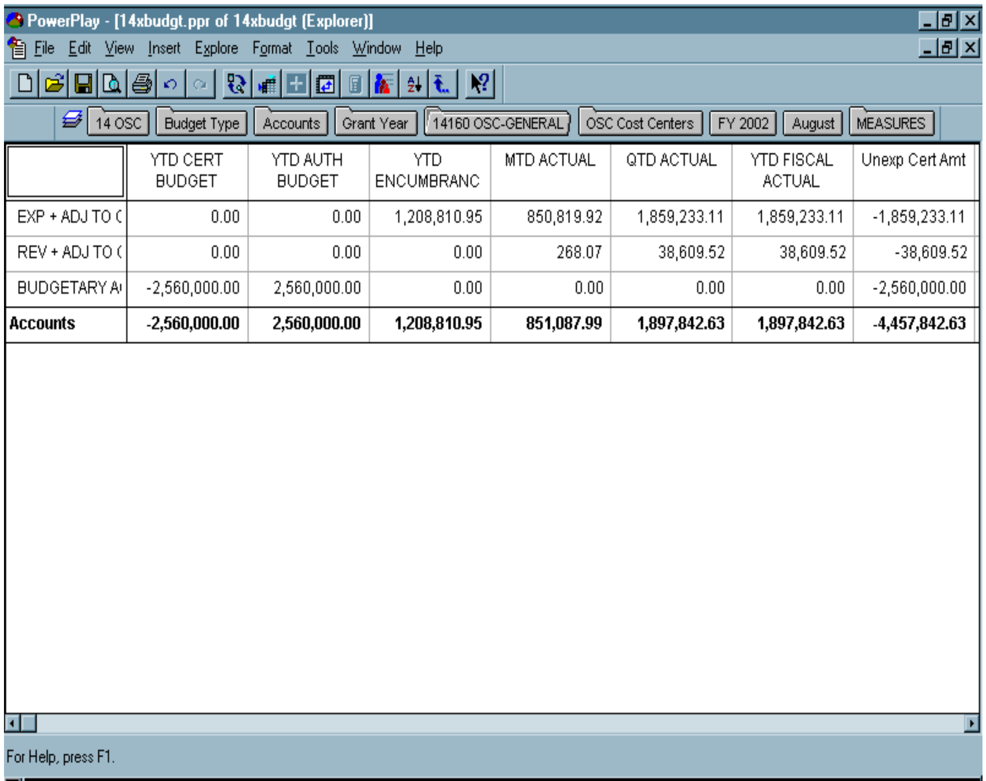
    A list of sibling categories is displayed.



11. Click on **14160 OSC-GENERAL** to select it from the list.

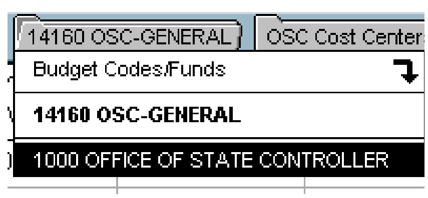
    The data is now filtered for budget code 14160.

NOTES



To filter for the child category 1000 OFFICE OF STATE CONTROL-LER:

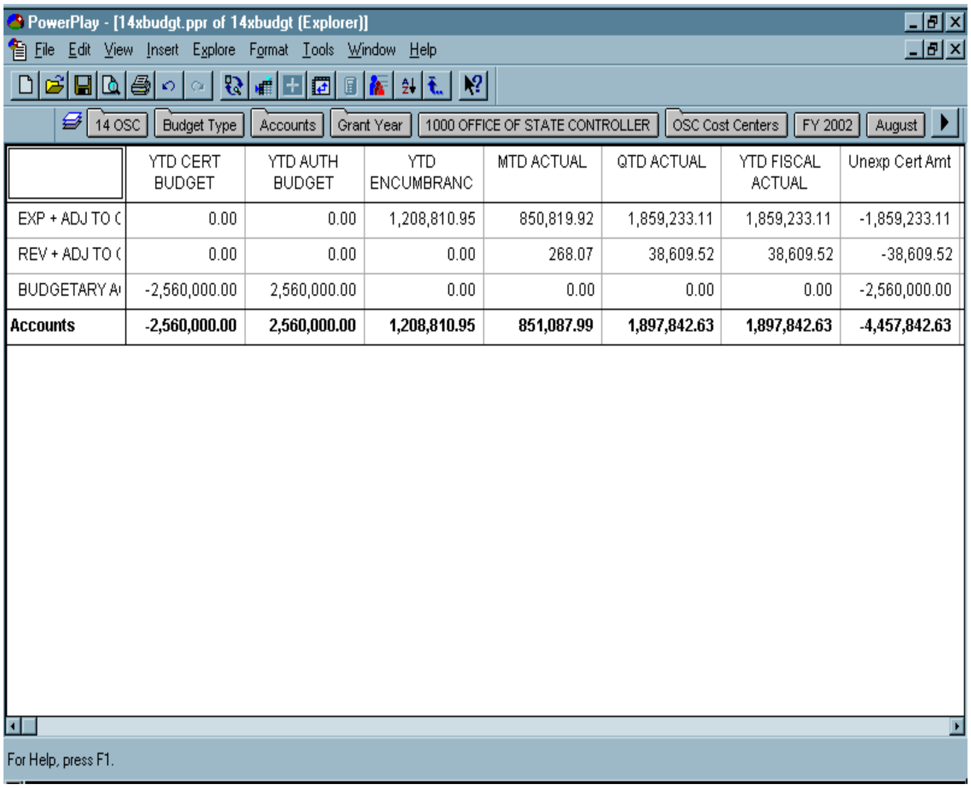
12. Position the cursor over **14160 OSC-GENERAL**.



13. Click on **1000 OFFICE OF STATE CONTROLLER**.

The data is now filtered for fund 1000.

NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	0.00	0.00	1,208,810.95	850,819.92	1,859,233.11	1,859,233.11	-1,859,233.11
REV + ADJ TO (	0.00	0.00	0.00	268.07	38,609.52	38,609.52	-38,609.52
BUDGETARY A(	-2,560,000.00	2,560,000.00	0.00	0.00	0.00	0.00	-2,560,000.00
Accounts	**-2,560,000.00**	**2,560,000.00**	**1,208,810.95**	**851,087.99**	**1,897,842.63**	**1,897,842.63**	**-4,457,842.63**

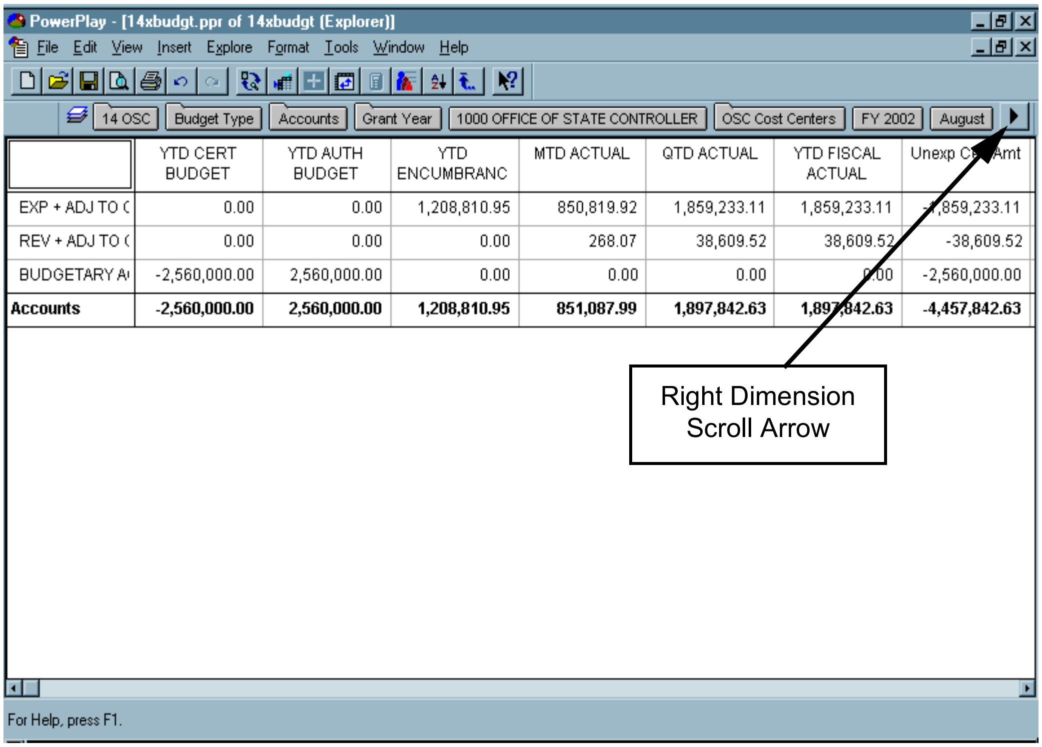
The **dimension line** displays all the dimensions available for the report. If the dimension line does not display all dimensions at the same time, arrows at each end of the dimension line appear for scrolling left and right through the dimensions.

WALKTHROUGH: Scrolling Through the Dimension Line

SCENARIO

After filtering the *Budget Code Control Report* for the OSC, you want to see all the available dimensions.

NOTES



To scroll right across the dimension line:

1. Click and continue clicking on the **right dimension scroll arrow** noticing the dimensions until the arrow disappears.

   When the dimension line is scrolled to the end of the dimensions, the scroll arrow disappears.

2. Click and continue clicking on the **left dimension scroll arrow** noticing the dimensions until the arrow disappears.

WALKTHROUGH: Resizing the Dimension Line

SCENARIO
You want to see how all dimensions are filtered. For ease of viewing, you decide to resize the dimension line so all dimensions are visible at once.

NOTES

To resize the dimension line:

1. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

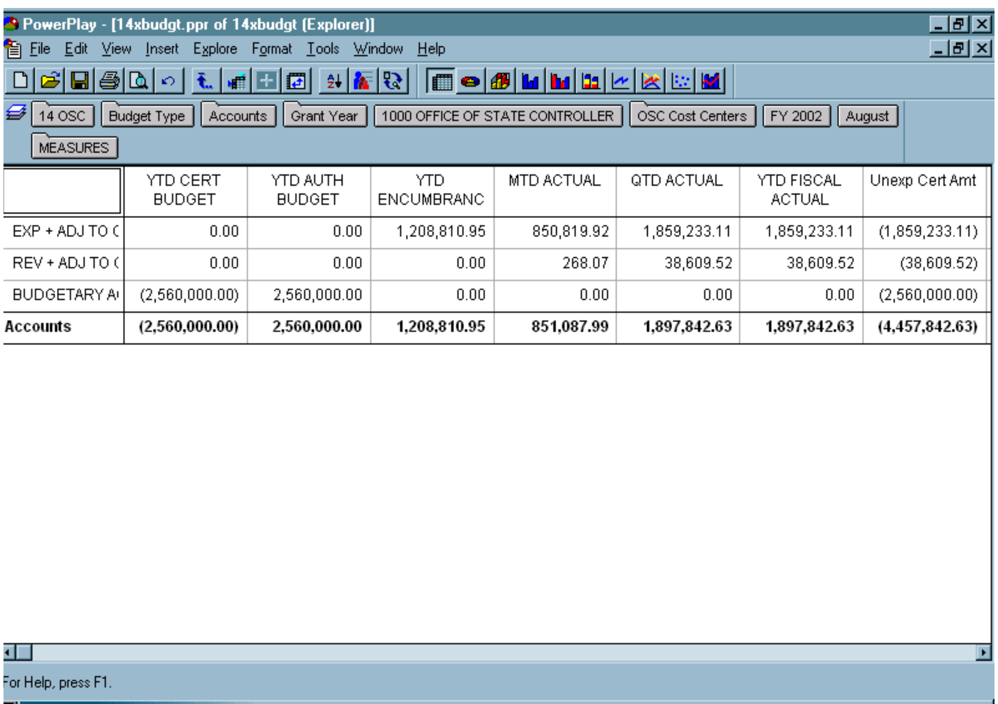
2. Click and drag the dimension line until it is doubled in size.

   Sometimes the dimension line is accidentally moved instead of being resized. If this happens move the dimension line over the toolbar and it will return to the top of the screen.

   The dimension line can also be moved permanently to the bottom of the screen. Move the dimension line over the Status line and it will position itself under the Status line.

3. Click on the **Dimension scroll arrow** until it disappears.

   All dimensions are now visible.



The resized dimension line will not be saved. The user will need to resize the dimension line each time the report is accessed.

NOTES

Filtering Using the Dimension Viewer

The following walkthrough demonstrates how to use the Dimension Viewer to filter the data.

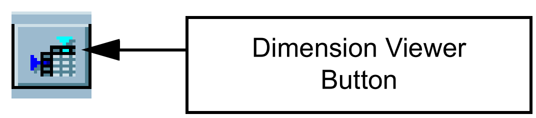
WALKTHROUGH: Using the Dimension Viewer for Filtering

SCENARIO
You want to use the Dimension Viewer to continue filtering.

Walkthrough Objectives:

❒ Filter for Budget Code 24160.

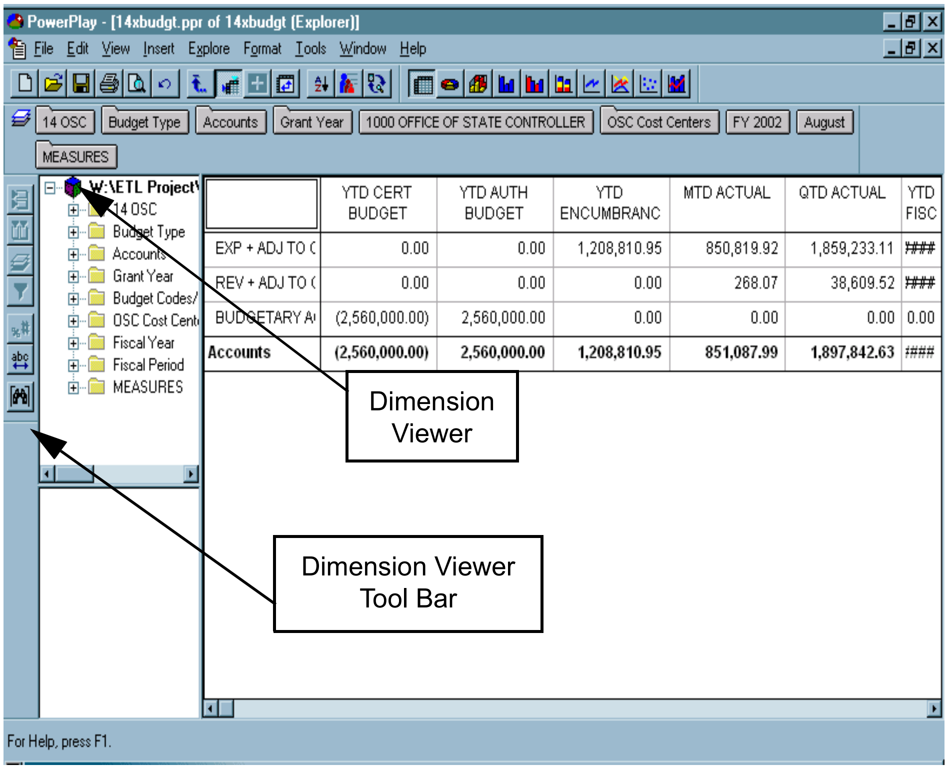
To open the Dimension Viewer:



1. Click on the **Dimension Viewer** button on the Toolbar.

   ⬍ The Dimension Viewer can also be opened from the menu bar by clicking on **View** and then clicking on **Dimension Viewer** from the drop-down menu.

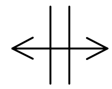
NOTES


PowerPlay - [14xbudgt.ppr of 14xbudgt (Explorer)]
File Edit View Insert Explore Format Tools Window Help
14 OSC
Budget Type
Accounts
Grant Year
1000 OFFICE OF STATE CONTROLLER
OSC Cost Centers
FY 2002
August
MEASURES
W:\ETL Project\
14 OSC
Budget Type
Accounts
Grant Year
Budget Codes/
OSC Cost Centi
Fiscal Year
Fiscal Period
MEASURES
YTD CERT BUDGET
YTD AUTH BUDGET
YTD ENCUMBRANC
MTD ACTUAL
QTD ACTUAL
YTD FISC
EXP + ADJ TO (
0.00
0.00
1,208,810.95
850,819.92
1,859,233.11
####
REV + ADJ TO (
0.00
0.00
0.00
268.07
38,609.52
####
BUDGETARY A(
(2,560,000.00)
2,560,000.00
0.00
0.00
0.00
0.00
Accounts
(2,560,000.00)
2,560,000.00
1,208,810.95
851,087.99
1,897,842.63
####
Dimension Viewer
Dimension Viewer Tool Bar
For Help, press F1.

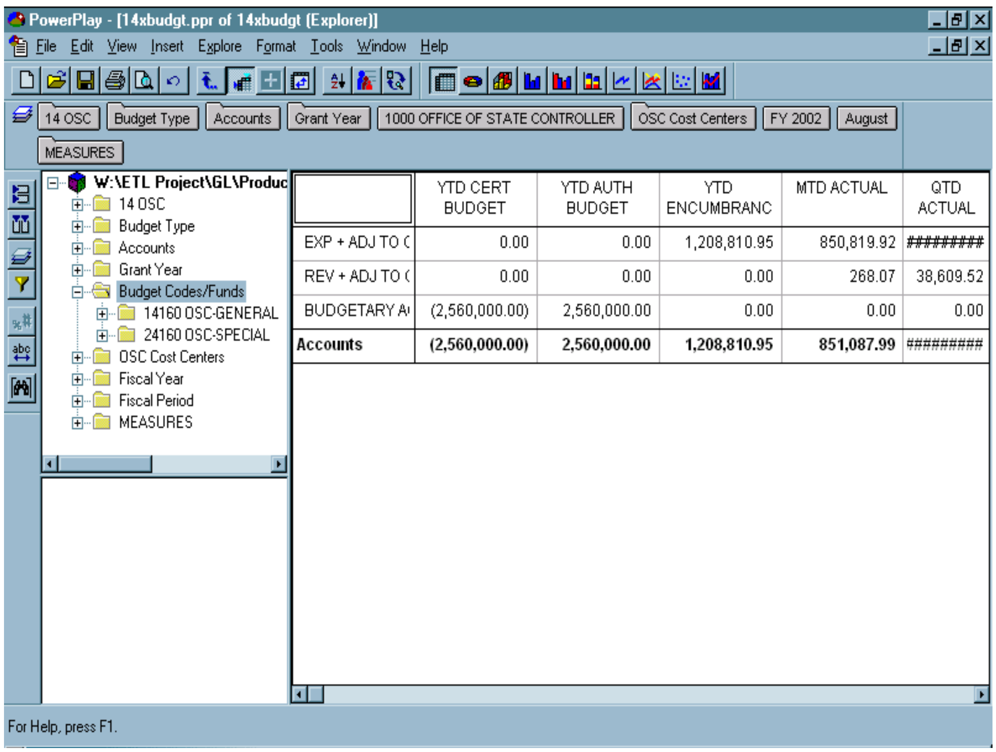
NOTES

To resize the Dimension Viewer:

2. Position the cursor over the right border of the Dimension Viewer. Notice the cursor changes shape to become a crosshair.



3. Click and drag the border to the right until all dimension titles are visible.

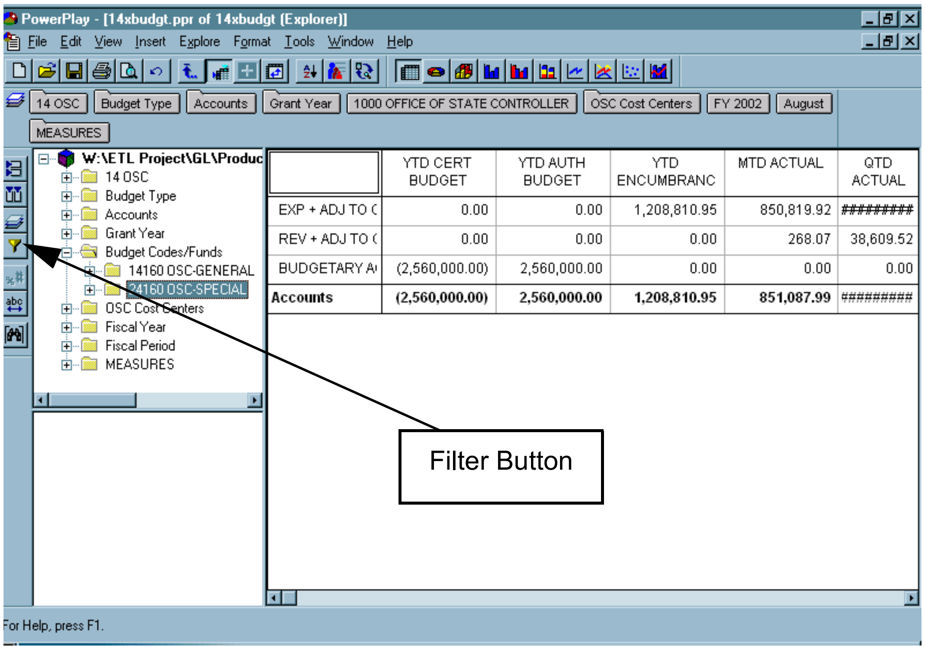


To filter for budget code 24160 using the Dimension Viewer:

4. Double click on **BUDGET CODES/FUNDS** in the Dimension Viewer.

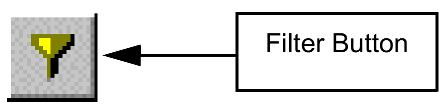
   - The plus sign indicates a parent category with child categories below. This plus sign can be clicked on instead of double clicking on the parent category.

NOTES



5. Click on **24160 OSC-SPECIAL** in the Dimension Viewer.

6. Click on the **Filter** button on the Dimension Viewer toolbar.

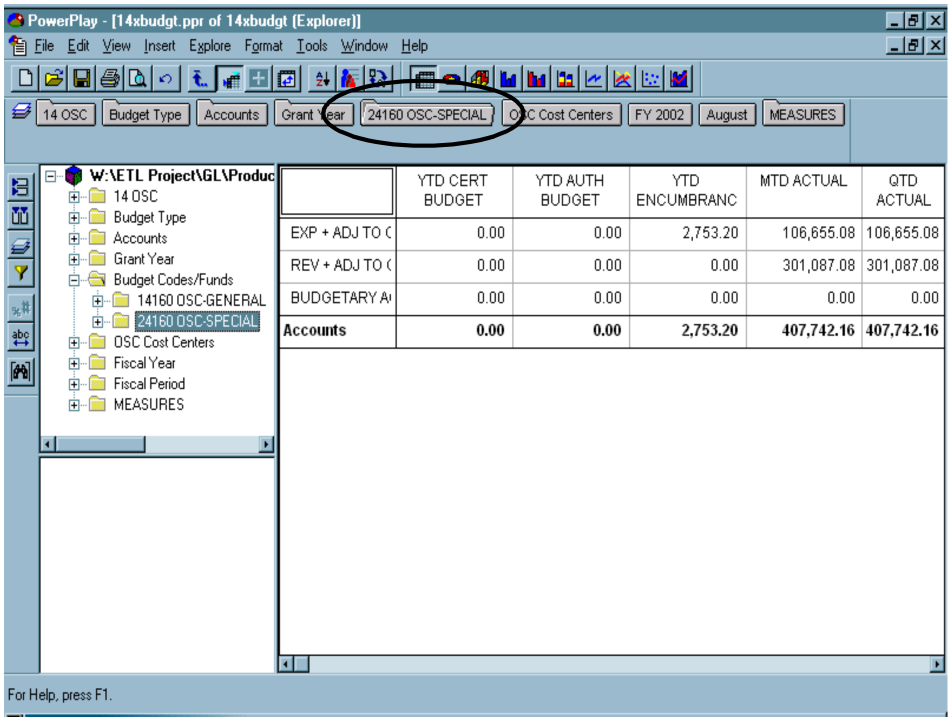


.

> The Dimension Viewer can be used to efficiently filter when the dimension being filtered is a complex dimension, such as Accounts. When using the dimension line, the DSS user would filter for each level of the dimension, but with the Dimension Viewer, the user can drill down to the level to filter, and then click on the filter button.

NOTES

The DSS displays the data filtered for Budget Code 24160.



WALKTHROUGH: Resetting Dimensions

SCENARIO
After experimenting with the Dimension Viewer, you want to filter your dimensions as they were set before using the Dimension Viewer. You decide the first step would be to reset your dimensions and refilter your data.

Walkthrough Objectives:

❒ Reset dimensions.

❒ Filter for Budget Fund 1000.

❒ Filter for Fiscal Year 2002.

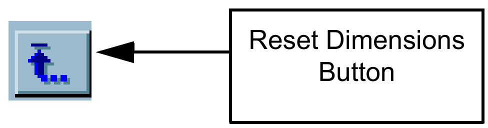
❒ Filter for the month of August.

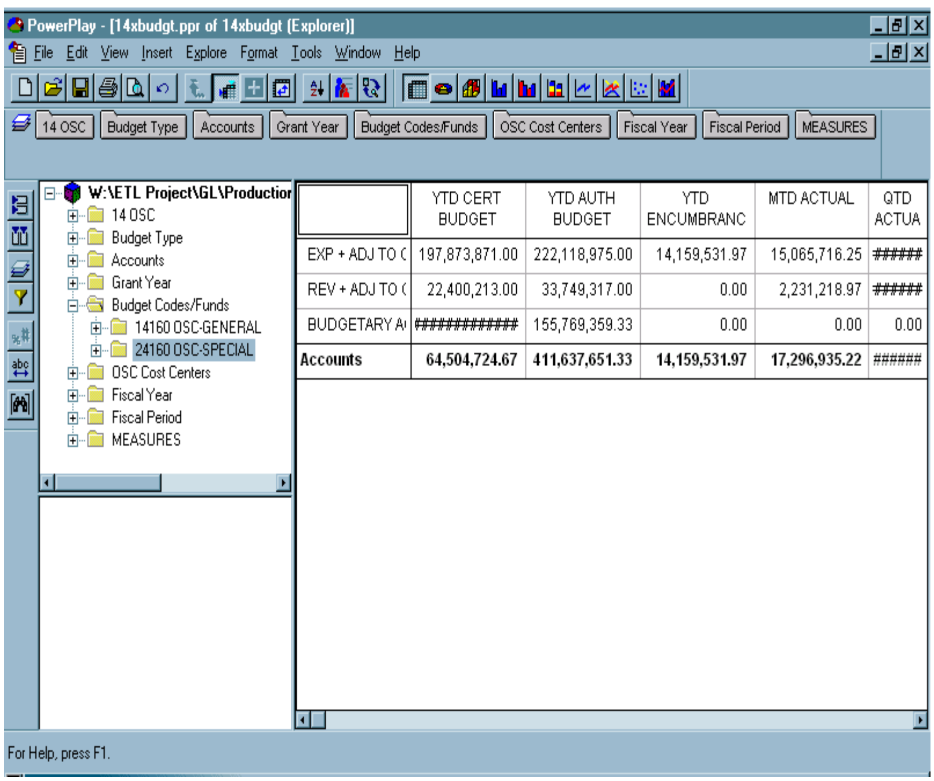
NOTES

1. Click on the **Reset Dimensions** button on the toolbar.

   - Dimensions can also be reset by clicking on **Explore** on the menu bar and then clicking on **Reset Dimensions** from the drop-down menu.

Resetting dimensions return all dimensions to their top point.





To filter for fund 1000:

2. In the Dimension Viewer, Double Click on **14160 OSC-General.**

3. Click on **1000 Office of State Controller**.

4. Click on the **Filter button** in the Dimension Viewer toolbar.

   - When a dimension is filtered down more than one level, the Dimension Viewer can be more efficient than the dimension line.

NOTES

To filter for fiscal year 2002:

5. Click on the scroll bar on the Dimension Viewer to scroll down.

6. Double click on **FISCAL YEAR** in the Dimension Viewer.

7. Click on **2002** in the Dimension Viewer.

8. Click on the **Filter button** in the Dimension Viewer toolbar.

To filter for the month of August:

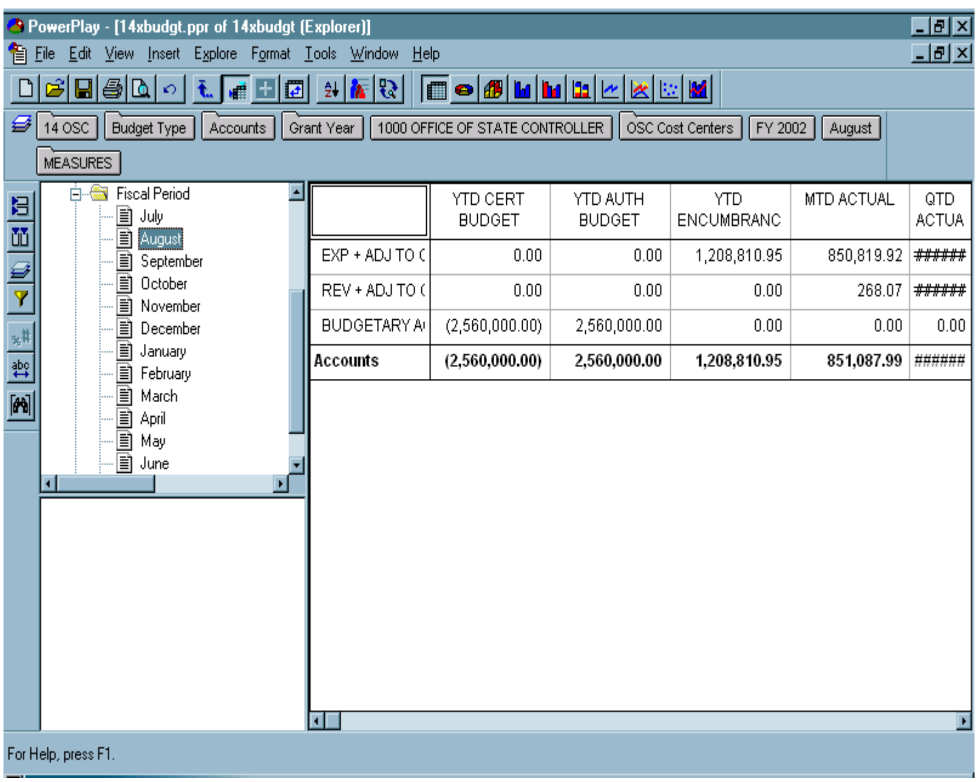
9. Click on the scroll bar on the Dimension Viewer to scroll down.

10. Double click on **FISCAL PERIOD** in the Dimension Viewer.

11. Click on **August** in the Dimension Viewer.

12. Click on the **Filter** button in the Dimension Viewer toolbar.

The DSS displays the data filtered for fiscal year, month and fund.



NOTES

To close the Dimension Viewer:

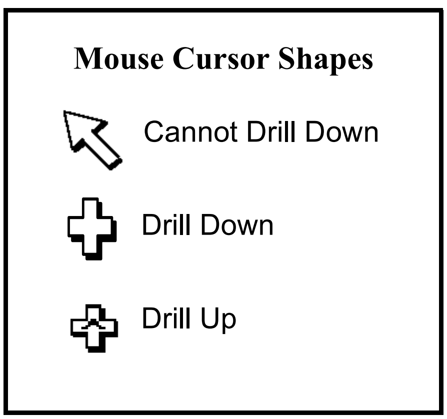
13. Click on the **Dimension Viewer** button on the toolbar.

- The Dimension Viewer can also be closed from the menu bar by clicking on **View** on the menu bar and then clicking on **Dimension Viewer** on the drop-down menu.

Drilling

Drilling is a method used in the DSS to obtain either more detailed or more summarized information, depending on whether you drill down or up. Drilling down on a dimension gives you more detailed data. Drilling up on a dimension returns the data to a more summarized level.

The DSS uses the **mouse cursor** shape to indicate where data can be drilled down. The mouse cursor has three distinct shapes when positioned over data: the normal arrow shape, the plus sign and the plus sign with an up arrow. The following walkthrough teaches you how to uncover detailed data at points indicated by the plus sign.



The following walkthroughs demonstrate drilling down to obtain detailed data and then drilling back up to summarized data again. In the previous walkthroughs, you opened the DSS, selected the budget view, selected a budget database for the OSC, filtered for fiscal year, month, and budget code, and are now ready to customize the view by drilling down.

NOTES

WALKTHROUGH: Drilling Down

SCENARIO

You are a manager at the OSC and are reviewing your expenditures. You notice that the 5331 General Administrative Supplies balance is high for the month of August 2002. You plan to drill down to see the detailed accounts. You expect that account 533110 General Office Supplies is probably the reason for the high expenditure in the 5331 accounts.

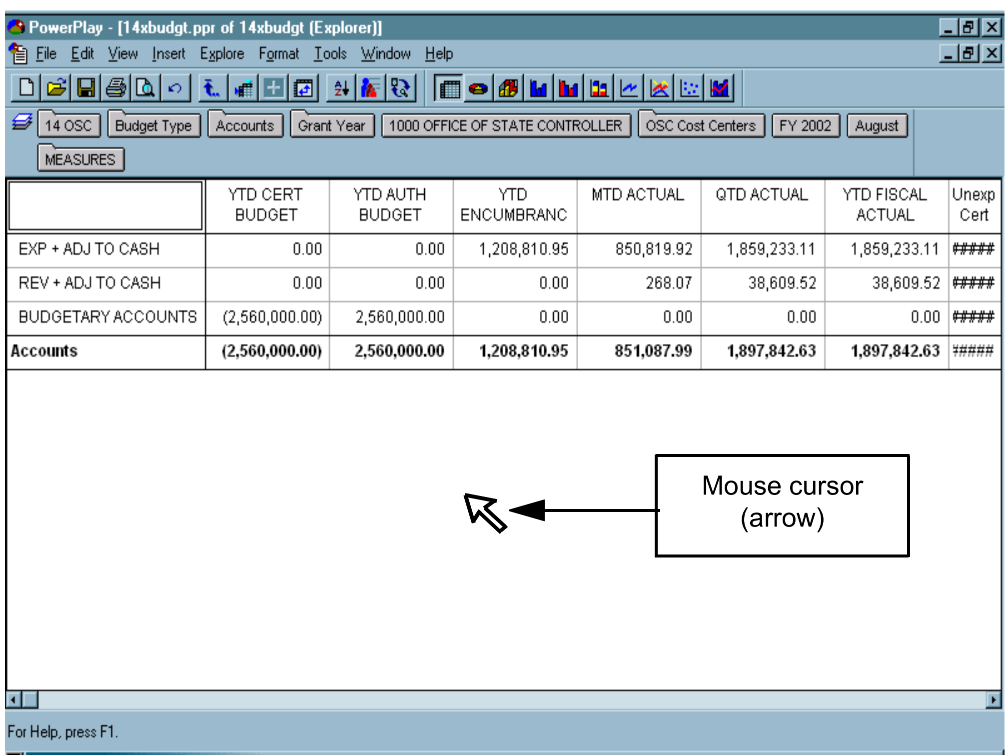
Walkthrough Objectives:

- ❐ Drill down to account 533110.
- ❐ Isolate account 533110.
- ❐ Isolate **MTD ACTUAL**.

To drill down on expenditures until the 5331 accounts are uncovered:

Notice the shape of the mouse cursor.

1. Position the mouse cursor in the blank workspace. The arrow shape indicates you may not drill down.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert
EXP + ADJ TO CASH	0.00	0.00	1,208,810.95	850,819.92	1,859,233.11	1,859,233.11	#####
REV + ADJ TO CASH	0.00	0.00	0.00	268.07	38,609.52	38,609.52	#####
BUDGETARY ACCOUNTS	(2,560,000.00)	2,560,000.00	0.00	0.00	0.00	0.00	#####
Accounts	**(2,560,000.00)**	**2,560,000.00**	**1,208,810.95**	**851,087.99**	**1,897,842.63**	**1,897,842.63**	#####

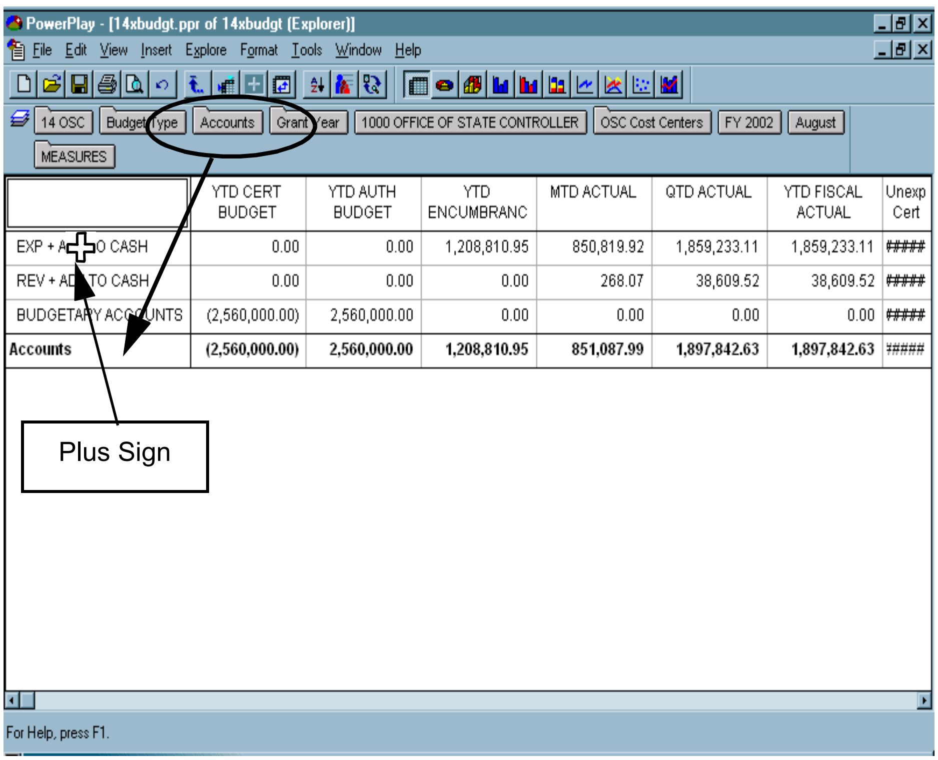
NOTES

2. Now position the mouse cursor over the row dimension **EXP + ADJ TO CASH**. Notice that the cursor changes to a plus sign.

   The **plus sign** indicates that **EXP + ADJ TO CASH** can be drilled down on. **EXP + ADJ TO CASH** is a summary point in the **ACCOUNTS** dimension. The DSS users can always drill down on summary points to obtain more detailed information.

A summary point is also referred to as a parent and a detail point is referred to as a child.

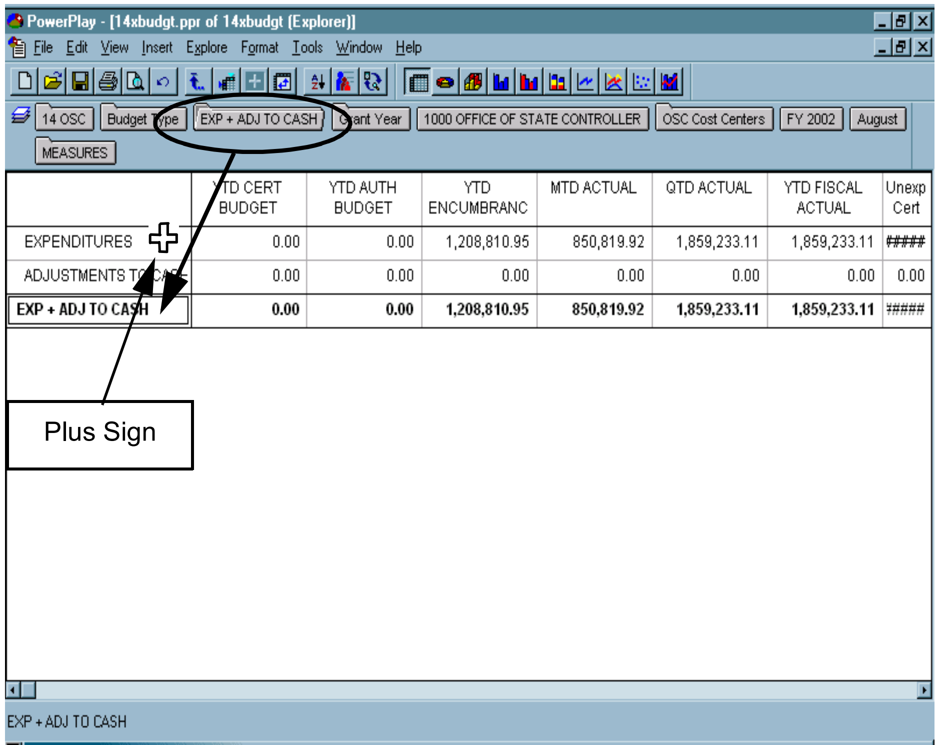
Notice that the summary row ACCOUNTS matches the dimension line ACCOUNTS.



To drill down on Expenditures and Adjustments to Cash:

3. Double-click on the row labeled **EXP + ADJ TO CASH**.

NOTES



The DSS Explorer now displays separate accounts for EXPENDITURES and ADJUSTMENTS TO CASH-EXP instead of the summary point EXP + ADJ TO CASH.

Notice that the accounts REV + ADJ TO CASH and BUDGETARY ACCOUNTS (seen in the left-hand column of the screen on the previous page) have now disappeared. REV + ADJ TO CASH and BUDGETARY ACCOUNTS are sibling dimensions to EXP + ADJ TO CASH. Sibling dimensions disappear when a sibling is drilled down in Explorer.

> Drilling down in the DSS Explorer results in isolating the dimension as well as filtering the data.

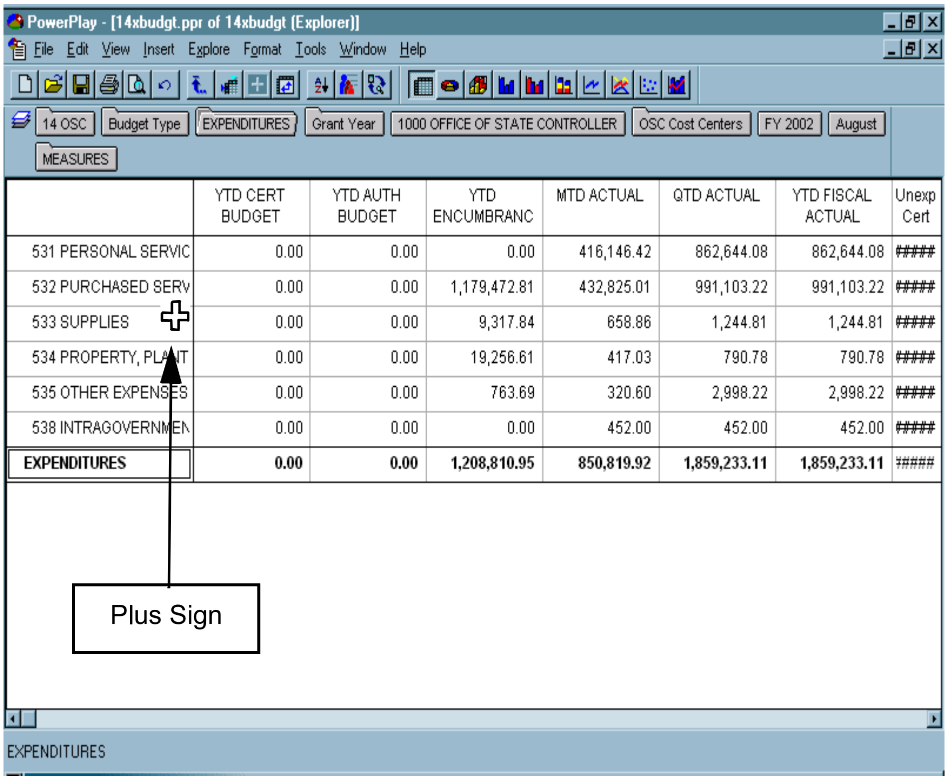
Notice that the dimension ACCOUNTS in the dimension line has changed. It has now changed to EXP + ADJ TO CASH to indicate that the data is being filtered for expenditures and adjustments to cash. (It is also indicated by the summary row or bottom data row which displays EXP + ADJ TO CASH.)

Finally, notice that EXPENDITURES is also a summary point (parent) as shown in the following screen.

To Drill down on EXPENDITURES:

4. Double-click on the row labeled **EXPENDITURES**.

NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert
531 PERSONAL SERVIC	0.00	0.00	0.00	416,146.42	862,644.08	862,644.08	#####
532 PURCHASED SERV	0.00	0.00	1,179,472.81	432,825.01	991,103.22	991,103.22	#####
533 SUPPLIES	0.00	0.00	9,317.84	658.86	1,244.81	1,244.81	#####
534 PROPERTY, PLANT	0.00	0.00	19,256.61	417.03	790.78	790.78	#####
535 OTHER EXPENSES	0.00	0.00	763.69	320.60	2,998.22	2,998.22	#####
538 INTRAGOVERNMEN	0.00	0.00	0.00	452.00	452.00	452.00	#####
EXPENDITURES	**0.00**	**0.00**	**1,208,810.95**	**850,819.92**	**1,859,233.11**	**1,859,233.11**	#####

The DSS replaces the summary point EXPENDITURES with the 53XXXX summary accounts. ADJUSTMENTS TO CASH-EXP (previously in the left-hand column) has disappeared, isolating the expenditure accounts.

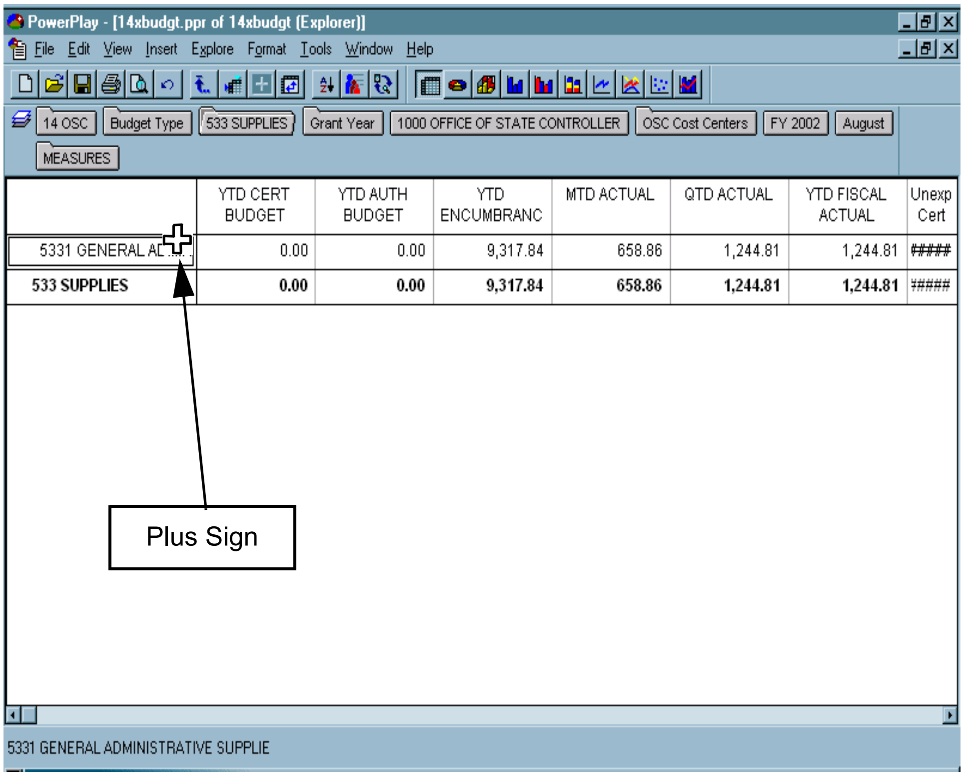
The dimension EXP + ADJ TO CASH in the dimension line (and in the summary row) changes to EXPENDITURES indicating that the data is now being filtered for expenditures.

Notice that the plus sign cursor indicates that summary account 533 SUPPLIES can be drilled down.

To Drill down on 533 SUPPLIES.

5. Double-click on the row labeled **533 SUPPLIES**.

NOTES



The DSS replaces the list of summary expenditure accounts with the list of 4-digit summary accounts, which in this example includes only the 5331 GENERAL ADMINISTRATIVE SUPPLIES account.

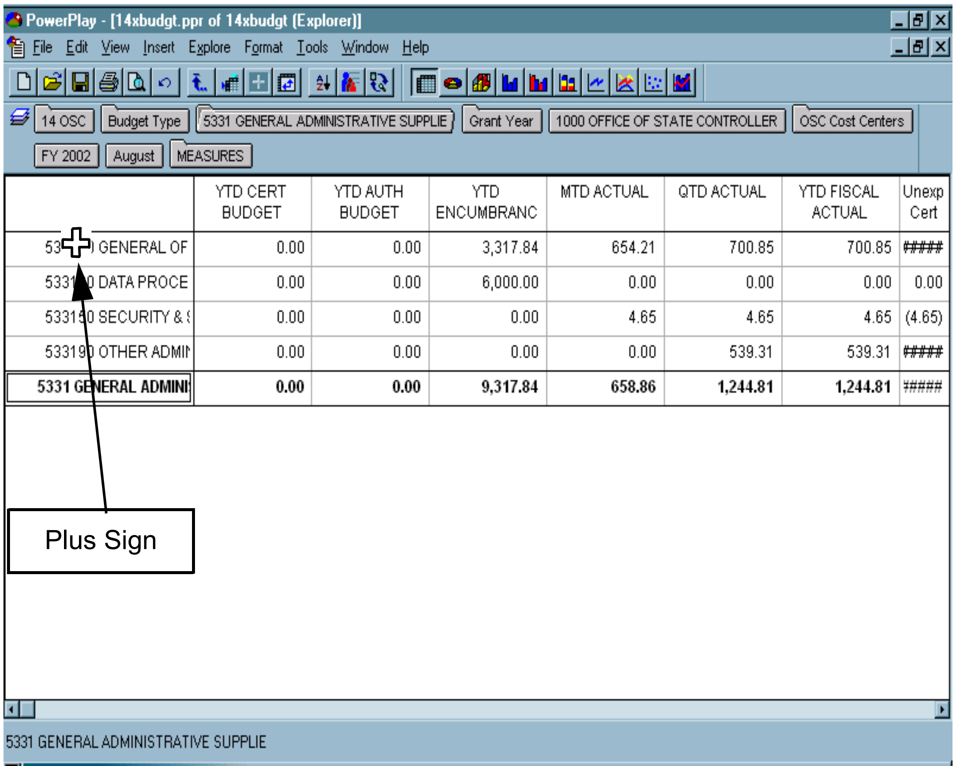
In the dimension line and summary row, EXPENDITURES has been replaced by 533 SUPPLIES, indicating that the data is now being filtered for 533 SUPPLIES.

The plus sign cursor indicates 5331 GENERAL ADMINISTRATIVE SUPPLIES can be drilled down.

To drill down on the row 5331 GENERAL ADMINISTRATIVE SUPPLIES:

6. Double-click on the row labeled 5331 GENERAL ADMINISTRATIVE SUPPLIES.

NOTES



As a result of drilling down, the DSS replaces the list of supply accounts with a full list of accounts beginning with 5331.

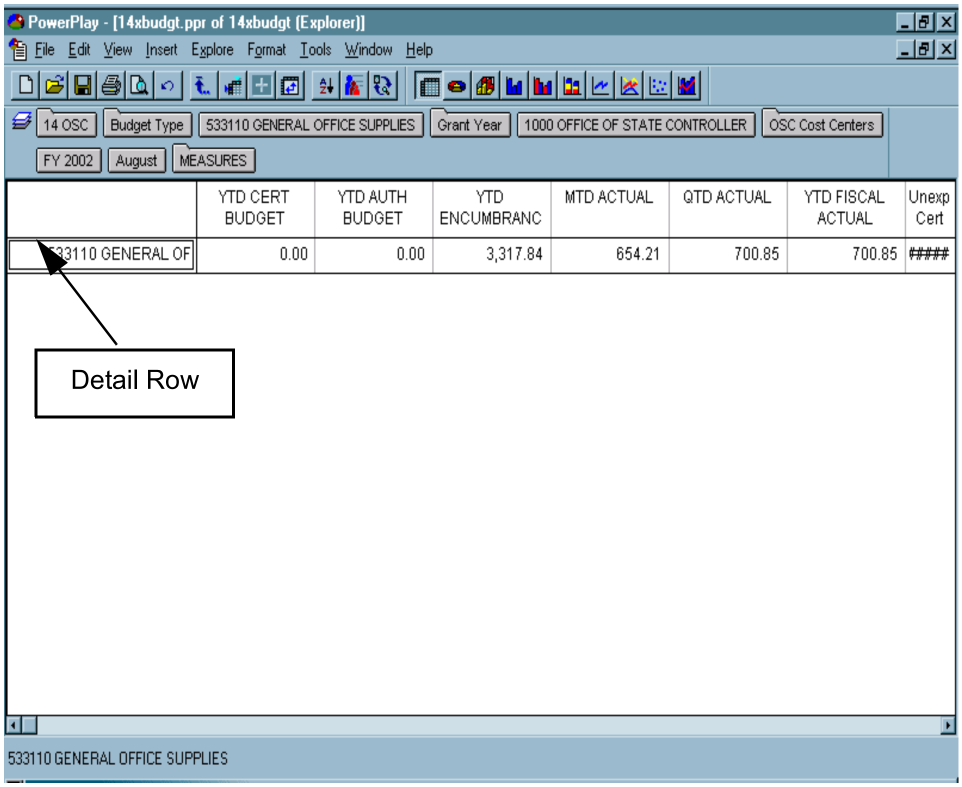
The DSS replaces 533 SUPPLIES with 5331 GENERAL ADMINISTRATIVE SUPPLIES in the dimension line and summary row.

Notice that when the cursor is positioned over the 533110 GENERAL OFFICE SUPPLIES account, it is displayed as a plus sign. The plus sign indicates that this account can be drilled down. 533110 GENERAL OFFICE SUPPLIES is a detail point, not a summary point. Detail points are at the lowest point of the dimension hierarchy and can be drilled to isolate the detail point.

To isolate the row data for 533110 GENERAL OFFICE SUPPLIES:

7. Double-click on row labeled **533110 GENERAL OFFICE SUPPLIES** account.

NOTES



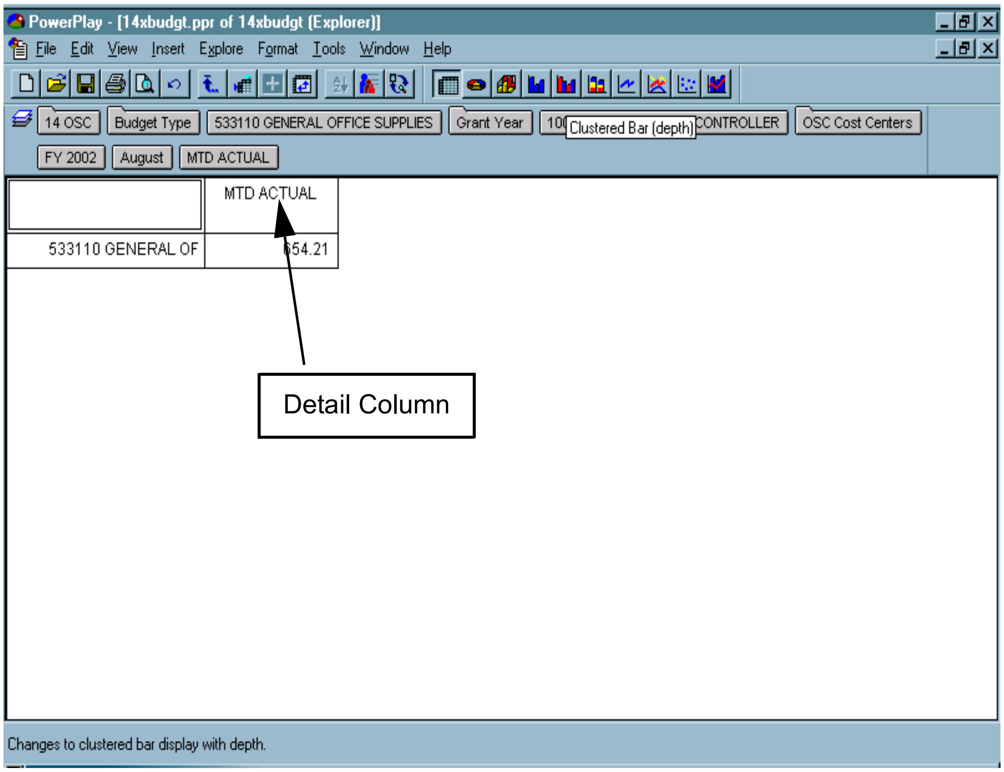
Notice when the cursor is positioned over the 533110 GENERAL OFFICE SUPPLIES ACCOUNT, it is displayed as a plus sign with an up arrow. This special plus sign indicates that the account can be drilled up.

In order to display just the MTD ACTUAL column, the user can isolate the column data.

To isolate the column data for MTD ACTUAL expenditures:

8. Double click on the column labeled **MTD ACTUAL**.

NOTES

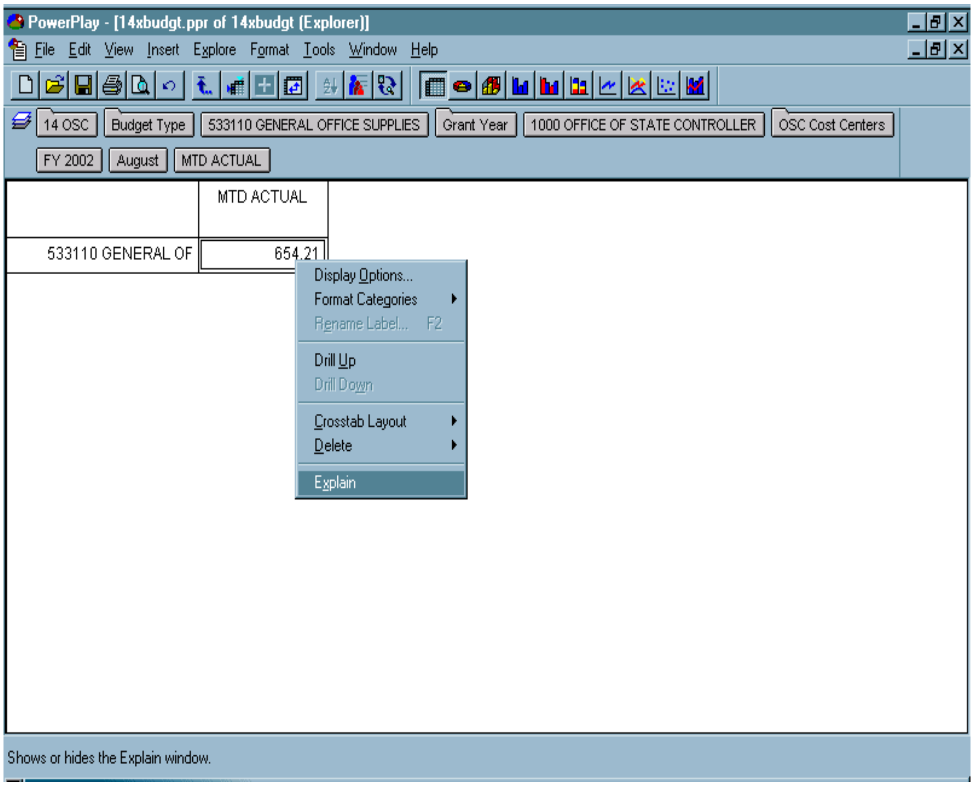


Notice that the other data columns disappear.

The data is now filtered for many dimensions. The DSS provides an ***Explanation* window** as a way of checking what dimensions are used.

🗁 In addition to viewing the dimension line, use the *Explanation* window to verify that dimensions are filtered correctly.

NOTES

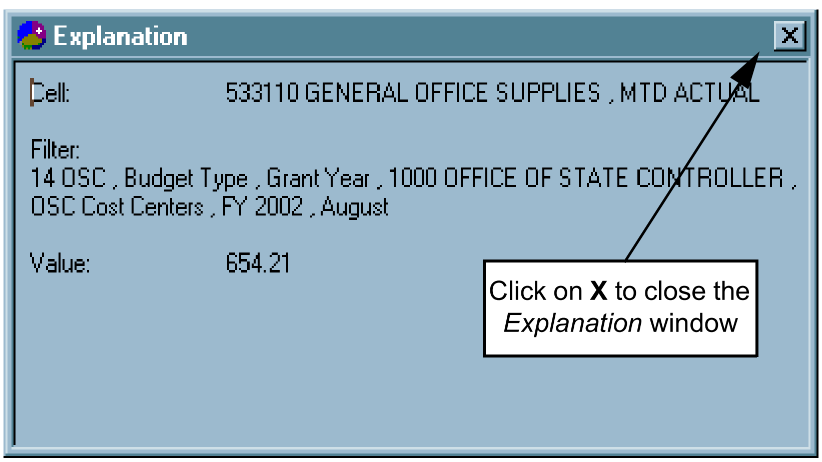


To view the dimensions in the *Explanation* window:

9. Right click on the data to select it and open the pop-up menu.

10. Click on **Explain** in the pop-up menu.

- To open the *Explanation* window from the menu bar, click on **View** and then click on **Explain** from the drop-down menu.



11. Click on the ☒ to close the *Explanation* window.

NOTES

You have now successfully drilled down on your expenditures to find out how much you spent for General Office Supplies in August 2002.

The DSS Explorer provides methods for drilling back up to summary dimension points on rows and columns. The DSS techniques presented in the following walkthrough will be used throughout this course.

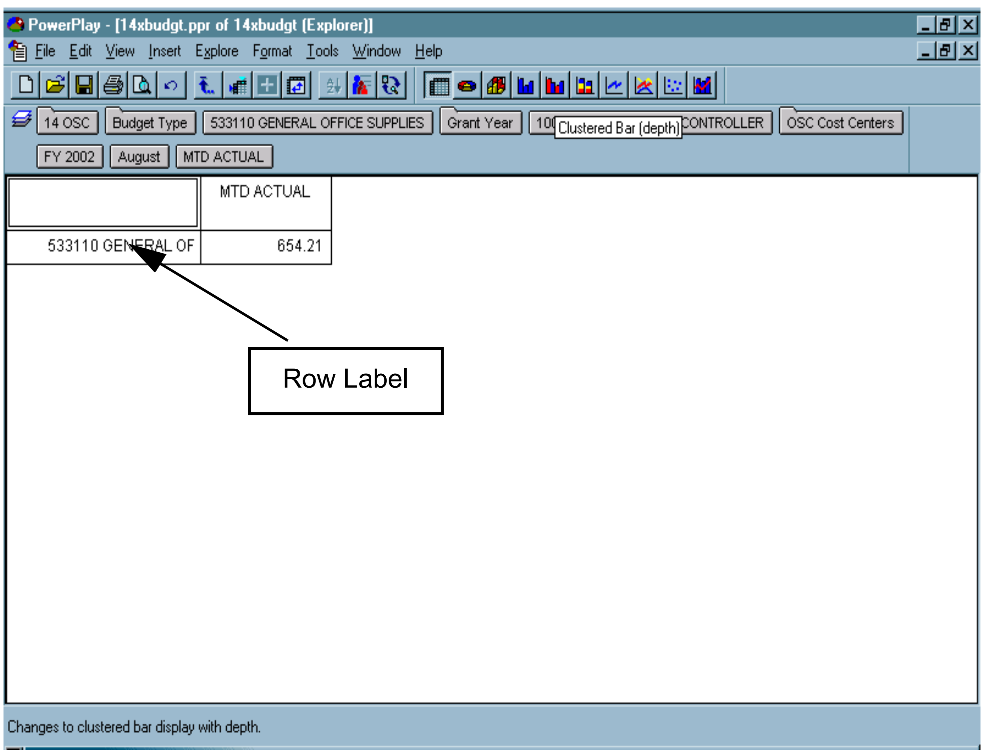
WALKTHROUGH: Drilling Up

SCENARIO
After drilling down to uncover details, you want to review the data at a more summarized level.

Walkthrough Objectives:

❒ Drill up to all accounts.

❒ Drill up to all amounts.



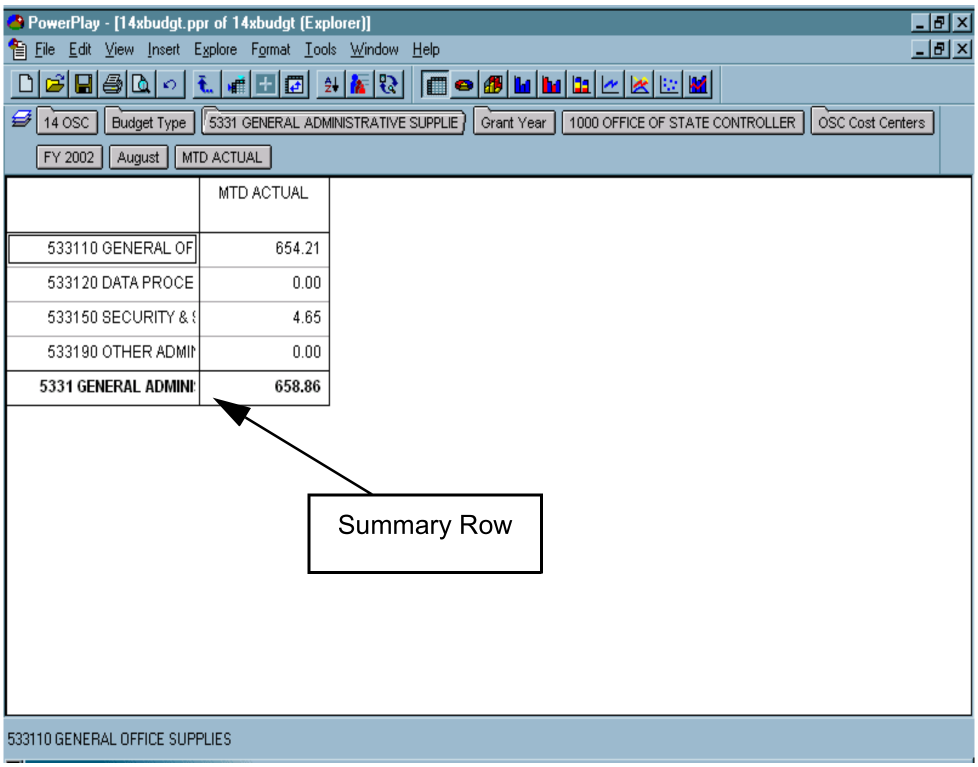
To drill up on rows:

1. Position the cursor over the row label. Notice the cursor is a plus sign with an up arrow in the middle.

NOTES

2. Double click on the label **533110 GENERAL OFFICE SUPPLIES**.

   The data is now drilled up one level to the sibling accounts of 533110 GENERAL OFFICE SUPPLIES. The summary point 5331 GENERAL ADMINISTRATIVE SUPPLIES is the parent to these detailed accounts.



3. Double click on the summary row **5331 GENERAL ADMINISTRA-TIVE SUPPLIES.**

4. Double click on the summary row **533 SUPPLIES**.

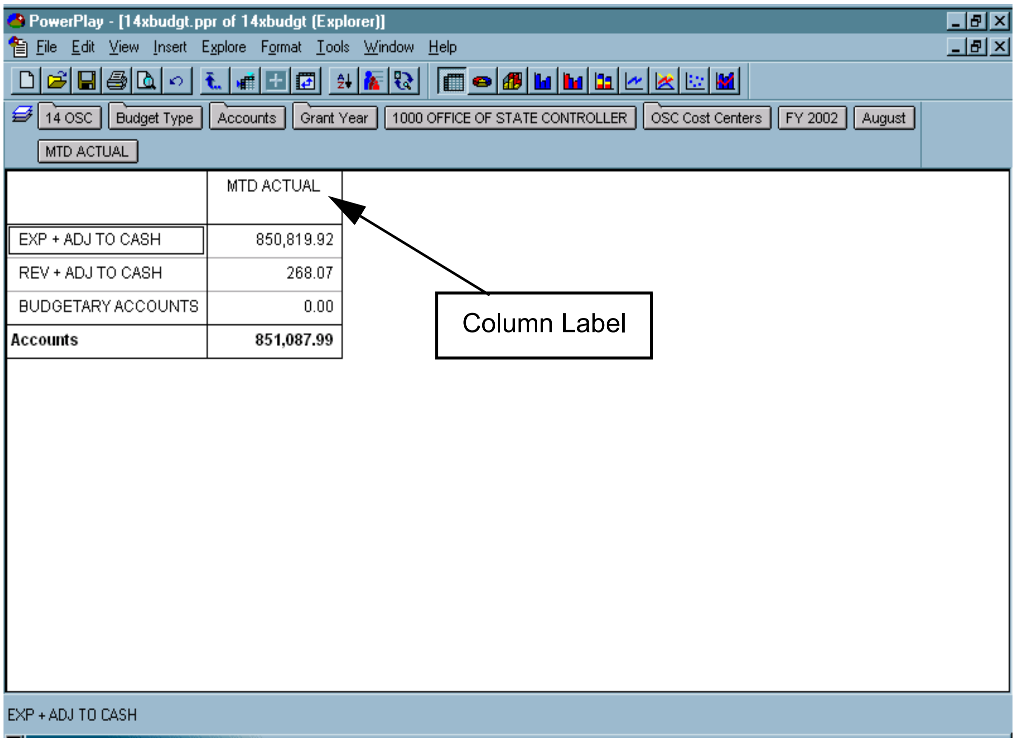
5. Double click on the summary row **EXPENDITURES**.

6. Double click on the summary row **EXP + ADJ TO CASH**.

7. Position the cursor over the summary row **ACCOUNTS.** Notice the cursor becomes an arrow. The arrow indicates that this is the highest point of this dimension.

   The ACCOUNTS dimension has been drilled up to the highest point.

NOTES



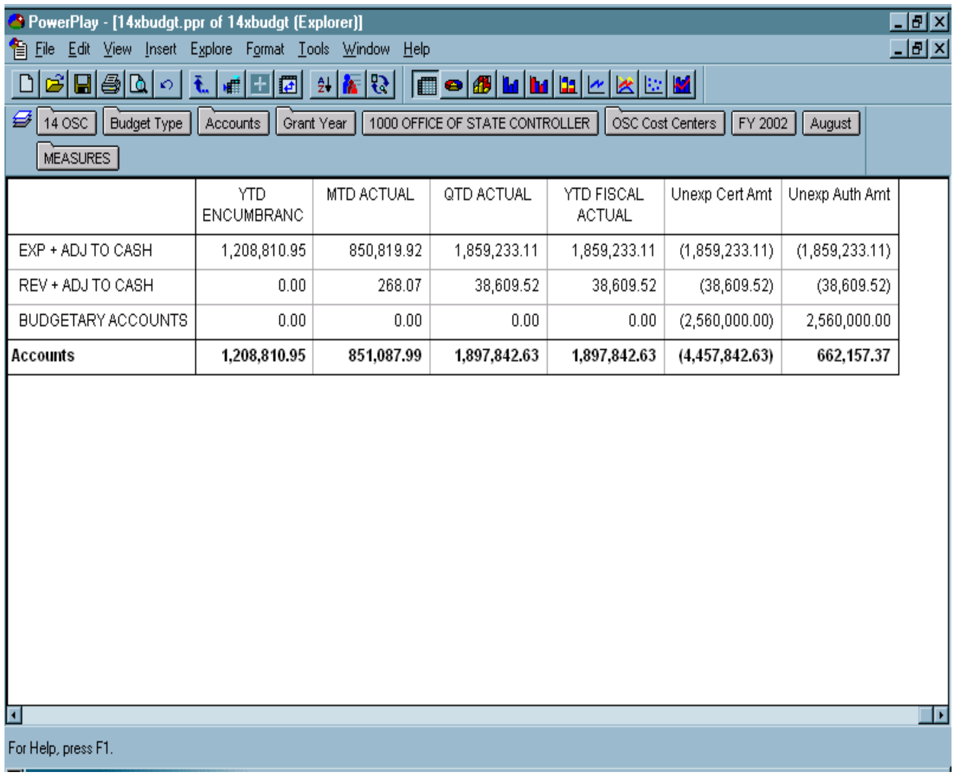
To drill up on columns:

8. Position the cursor over the label column. Notice the cursor is a plus sign with an up arrow in the middle.

9. Double-click on the label **MTD ACTUAL**.

NOTES

The DSS displays the results with drilled up rows and columns.



	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt
EXP + ADJ TO CASH	1,208,810.95	850,819.92	1,859,233.11	1,859,233.11	(1,859,233.11)	(1,859,233.11)
REV + ADJ TO CASH	0.00	268.07	38,609.52	38,609.52	(38,609.52)	(38,609.52)
BUDGETARY ACCOUNTS	0.00	0.00	0.00	0.00	(2,560,000.00)	2,560,000.00
Accounts	**1,208,810.95**	**851,087.99**	**1,897,842.63**	**1,897,842.63**	**(4,457,842.63)**	**662,157.37**

You have now successfully drilled back up to the summary level of the OSC's budget accounts and measures data.

The Measures Dimension

As mentioned previously, the Measures dimensions are different. They represent quantities as well as categories. In Explorer Mode, the individual Measures are also the only dimensions which can be deleted or moved, as the following Walkthroughs demonstrate.

WALKTHROUGH: The MEASURES Dimension

SCENARIO

You are the budget officer at the OSC and want to modify this current report for your purposes. You want to remove the **Unexp Cert Amt** from the report. You also want the **Unexp Auth Amt** moved to the right side of **YTD FISCAL ACTUAL**.

Walkthrough Objectives:

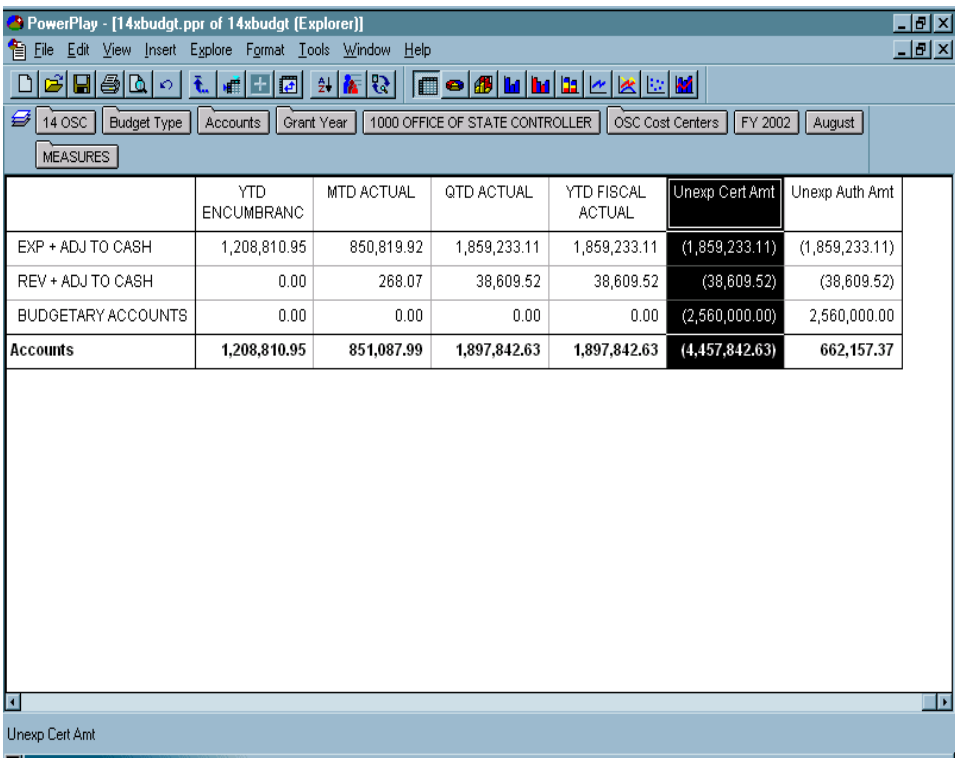
❒ Delete **Unexp Cert Amt** column.

❒ Move the **Unexp Auth Amt** column to the immediate right of the **YTD AUTH BUDGET column**.

NOTES

> The MEASURES dimension does not function as the other dimensions on the dimension line. One special attribute of the MEASURES dimension is that the detail points can be deleted or moved in Explorer. No other dimensions can be deleted or moved in the Explorer mode of the DSS.

1. Click on the column label **Unexp Cert Amt** to select the column. The column is selected for deletion.

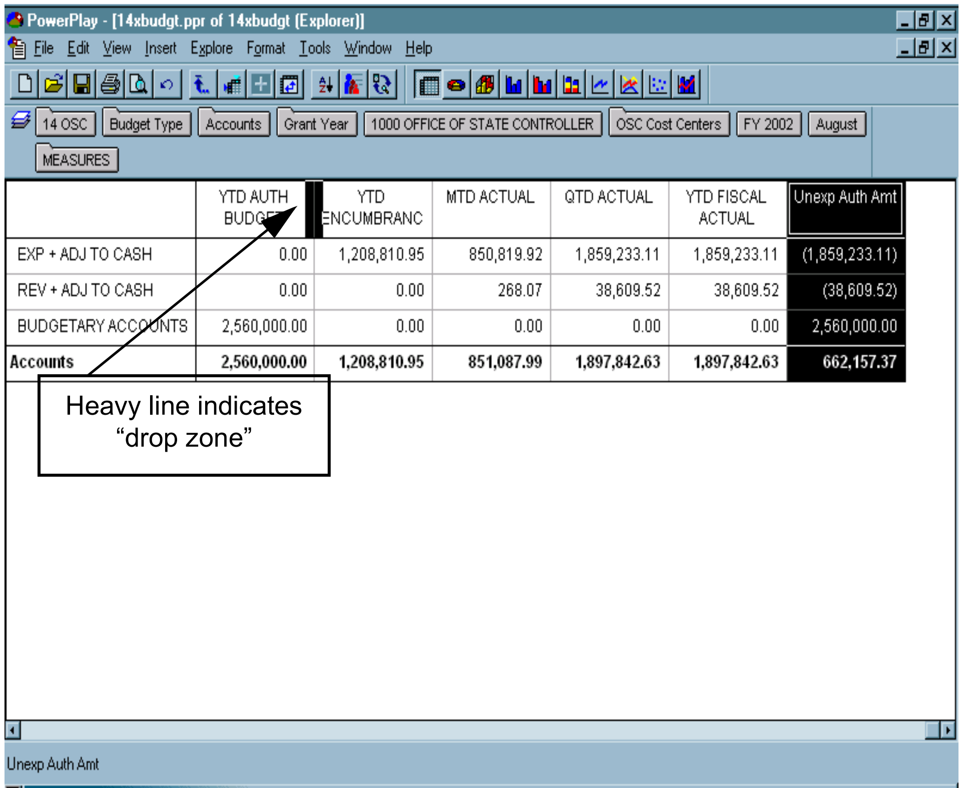


2. Press the Delete key.

- Delete can also be accomplished by right clicking and choosing **Delete** from the pop-up menu and then clicking on **Categories**.
- Delete can be accomplished by clicking on the menu bar, clicking on **Edit,** clicking on **Delete,** and then clicking on **Categories**.

The measure **Unexp Cert Amt** has been deleted from the report.

NOTES



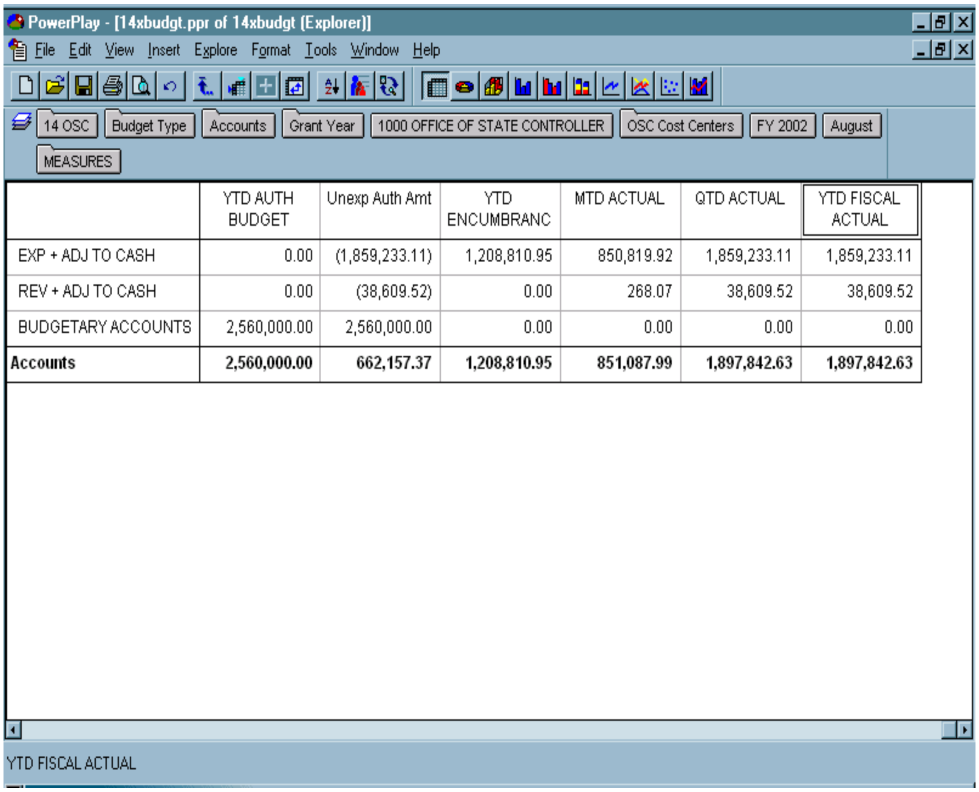
3. Click on the column label **Unexp Auth Amt** to select the column.

4. Click again on **Unexp Auth Amt** and hold down the left mouse button.

5. Drag the **Unexp Auth Amt** column to the immediate right of the YTD AUTH BUDGET column. The heavy black line indicates the position where the column will be placed. After the heavy black line is in the proper position, release the left mouse button.

The column has been moved.

NOTES



	YTD AUTH BUDGET	Unexp Auth Amt	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL
EXP + ADJ TO CASH	0.00	(1,859,233.11)	1,208,810.95	850,819.92	1,859,233.11	1,859,233.11
REV + ADJ TO CASH	0.00	(38,609.52)	0.00	268.07	38,609.52	38,609.52
BUDGETARY ACCOUNTS	2,560,000.00	2,560,000.00	0.00	0.00	0.00	0.00
Accounts	**2,560,000.00**	**662,157.37**	**1,208,810.95**	**851,087.99**	**1,897,842.63**	**1,897,842.63**

This activity is designed to provide practice in drilling down in Explorer. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

ACTIVITY: Drilling Down

SCENARIO

You are a manager at the OSC and want to review only your detailed month to date actual expenditures only for 532821 COMPUTER/DATA PROCESS SVC for the month of August (isolate the MTD ACTUAL) for Budget Code 14160. You have already opened the DSS *Budget Code Control Report* and filtered the data for the correct fiscal year. Now you are ready to filter for the month of August, Budget Code 14160 and to drill down to uncover an expenditure account detail.

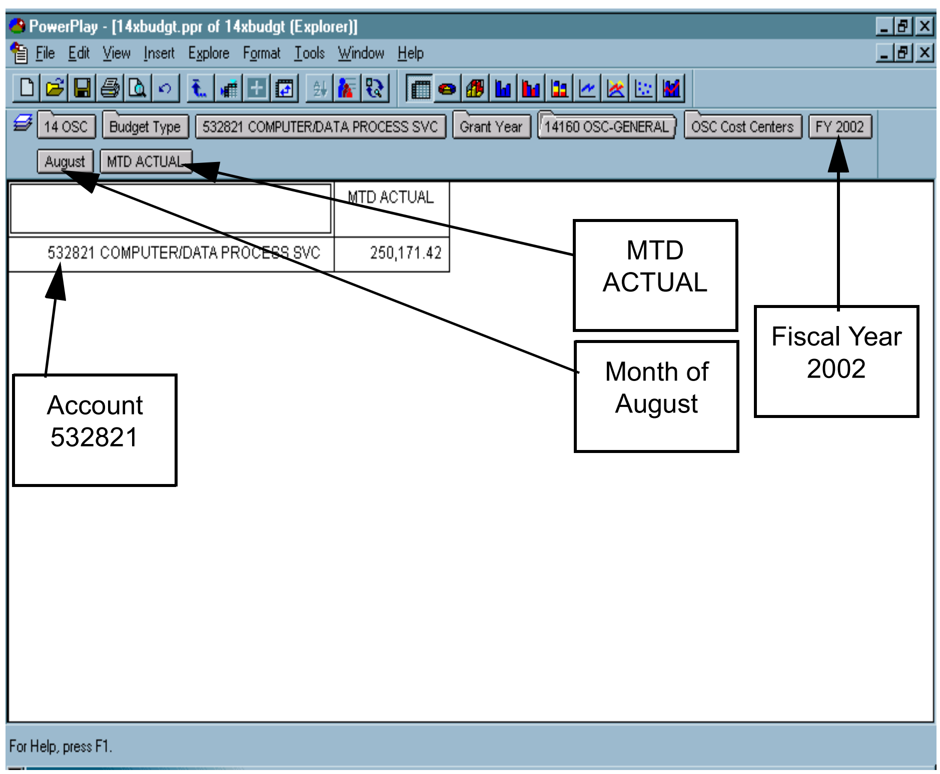
NOTES

Activity Objectives:

- ❒ Filter for the Budget Code 14160.
- ❒ Isolate account 532821.
- ❒ Isolate **MTD ACTUAL**.

For assistance with this activity, refer to the *Sample Solution* and the *Steps for Completing the Exercise* on *Drilling Down* on the following pages or ask the instructors for help.

Sample Solution for the Activity on Drilling Down



Steps for Completing the Activity on Drilling Down:

To filter for Budget Code 14160:

1. Position the cursor over **1000 OFFICE OF STATE CONTROLLER.**
2. Click on **14160 OSC-GENERAL**.

NOTES

To drill down to isolate the row label 532821 COMPUTER/DATA PROCESS SVC:

3. Double click on the row labeled **EXP + ADJ TO CASH**.
4. Double click on the row labeled **EXPENDITURES**.
5. Double click on the row labeled **532 PURCHASED SERVICES**.
6. Double click on the row labeled **5328 COMMUNICATIONS AND DATA PROCES**.
7. Double click on the row labeled **532821 COMPUTER/DATA PROCESS SVC**.

To isolate the column data:

8. Double click on the column label **MTD ACTUAL**.

Changing Dimensions

Any dimension from the dimension line can be used as a row or column. Changing row and column dimensions changes the focus of the data presentation to emphasize other dimensions.

The following walkthrough demonstrates how to change dimensions in rows and columns.

WALKTHROUGH: Changing Dimensions in Rows and Columns

SCENARIO

You are a manager at the OSC, the Office of the State Controller, company 14XX. You have been asked to submit a budget for Computer/ Data Processing Services for the next fiscal year. In order to plan an office supplies budget, you decide to use the DSS to review your expenditures and detailed accounts.

You want to see the expenditures for account 532821 COMPUTER/ DATA PROCESS SVC for all budget codes and for all months in fiscal year 2002. You decide that changing the dimensions in the rows and columns will give you the data you need.

NOTES

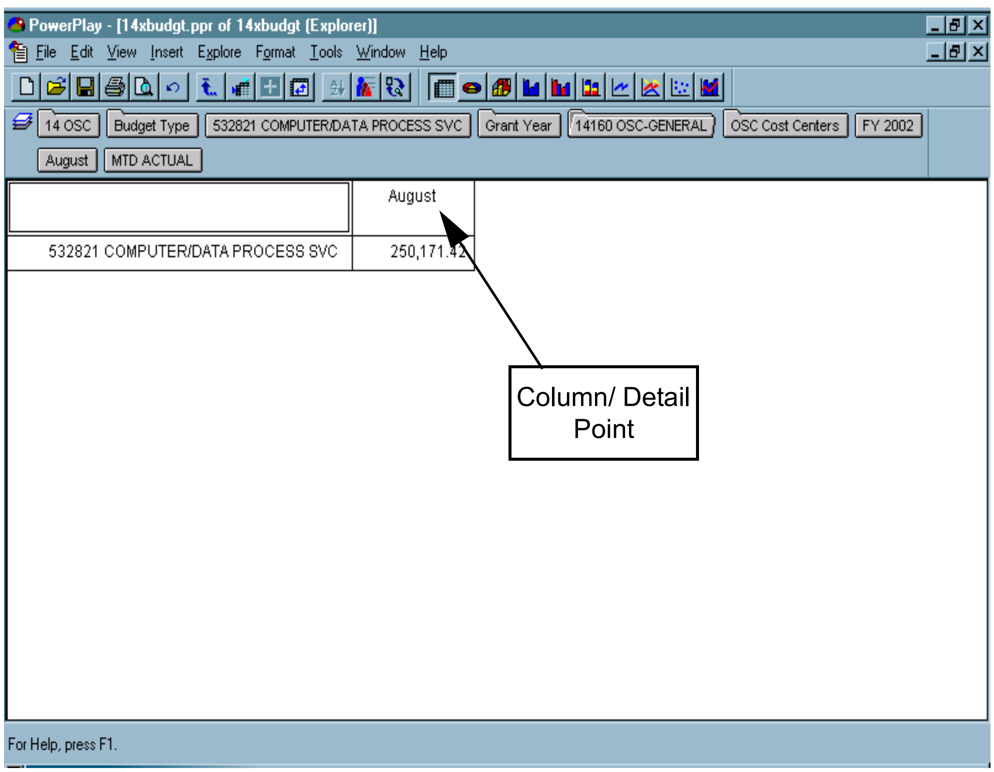
Walkthrough Objectives:

- ❒ Change columns to months.
- ❒ Change rows to Budget Codes.
- ❒ Remain filtered for account 532821.
- ❒ Remain filtered for **MTD ACTUAL**.

To change the dimensions in the columns to months:

1. Click and hold **August** (**Fiscal Period** dimension) on the dimension line and drag it to the column label.

   The DSS displays the data for August. By drilling up, you can obtain data for all months.

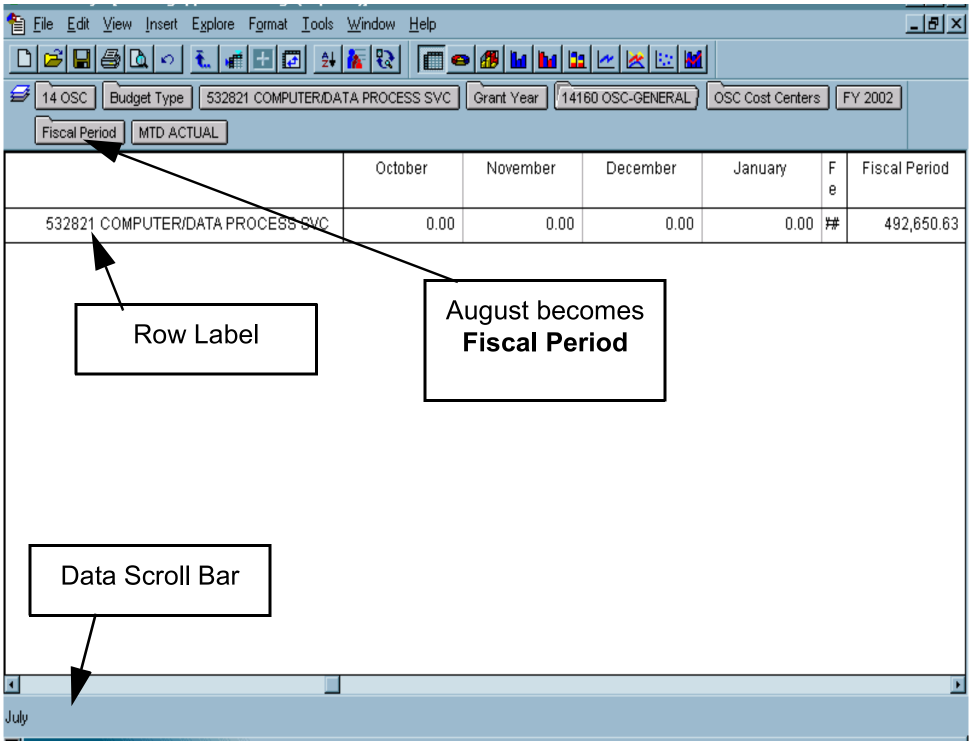


🗁 Notice that the data is still drilled down to/filtered for **MTD ACTUAL**.

2. Double click on the summary column labeled **August** to return the column headings to all months as shown in the following screen. Notice that the cursor becomes a plus sign with an up arrow in the middle.

NOTES

The DSS displays the data with the months as columns and August is replaced by **Fiscal Period** in the dimension line.



You will notice that the data is still filtered for account 532821 COMPUTER/DATA PROCESS SVC.

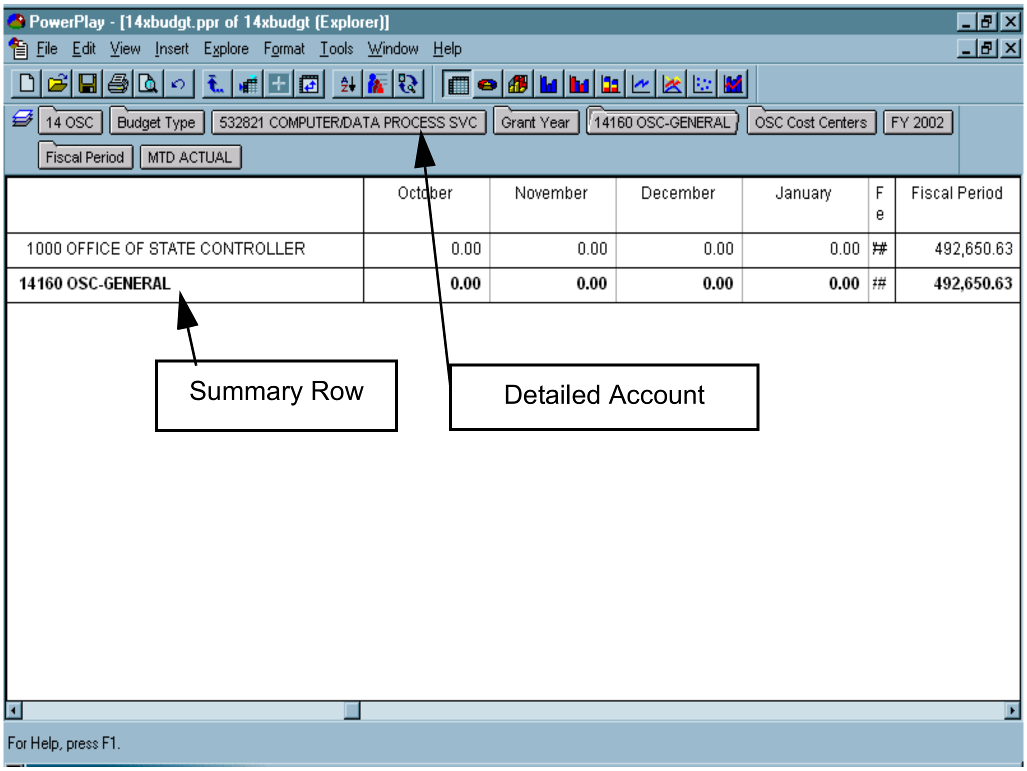
The data scroll bar can be used to view the columns for other months.

To change the row dimensions to OSC BUDGET CODES/FUNDS:

3. Click and hold **14160 OSC-GENERAL** on the dimension line and drag it to the row label area.

NOTES

Notice that the data is still filtered for amount 532821 COMPUTER/ DATA PROCESS SVC.



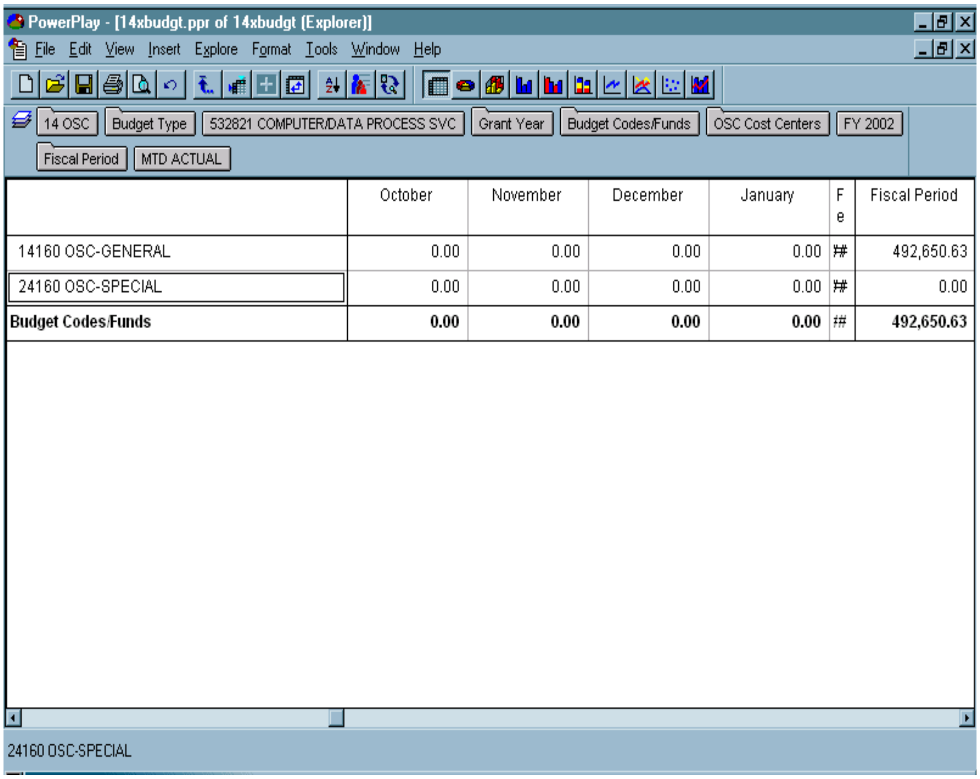
The DSS places the dimension dragged from the dimension line (BUDGET CODE 14160) as the summary row and the detail points (FUND 1000 and FUND 1900) as the rows.

To drill up to all budget codes:

4. Double-click on the summary row labeled **14160 OSC GENERAL**.

NOTES

The DSS displays the Budget Codes as rows and 14160 OSC-GENERAL is replaced by **Budget Codes/Funds** on the Dimension Line. The data is filtered for fiscal year and account.



WALKTHROUGH: Renaming a Dimension Label

SCENARIO

You are responsible for special projects at the OSC (Agency 14). You have decided to use this Explorer report to review Budget Code 24160 each month, and to rename the Budget Code “Special Projects.”

Walkthrough Objective:

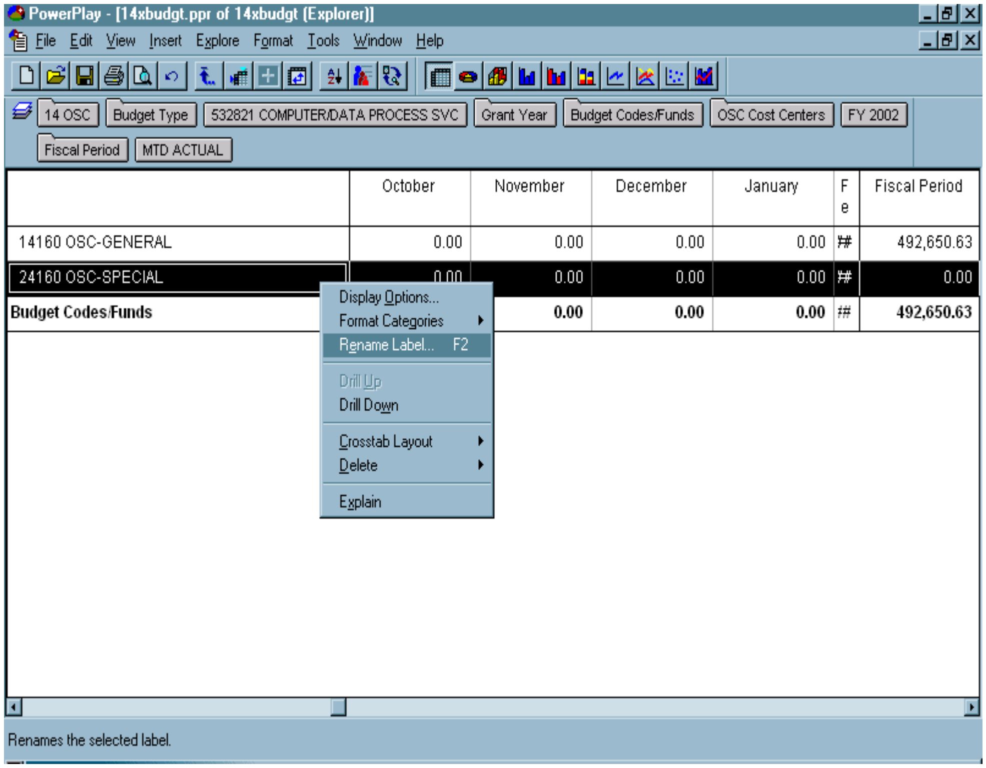
❒ Rename Budget Code 24160 OSC-SPECIAL to **“Special Projects”**.

To rename a dimension label:

1. Click on the row label **24160 OSC-SPECIAL** to select it.

2. Right click the mouse and a pop-up menu will appear.

NOTES

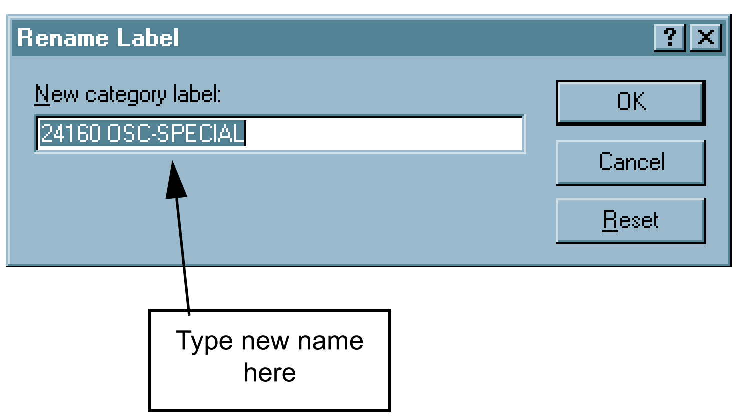


3. Click on **Rename Label** on the pop-up menu.

   - You can also select the Rename Label dialog box by pressing the [F2] key.

   - The menu bar may be utilized to select the Rename Label dialog box by clicking **Edit** on the menu bar and then clicking **Rename Label** from the drop-down menu.

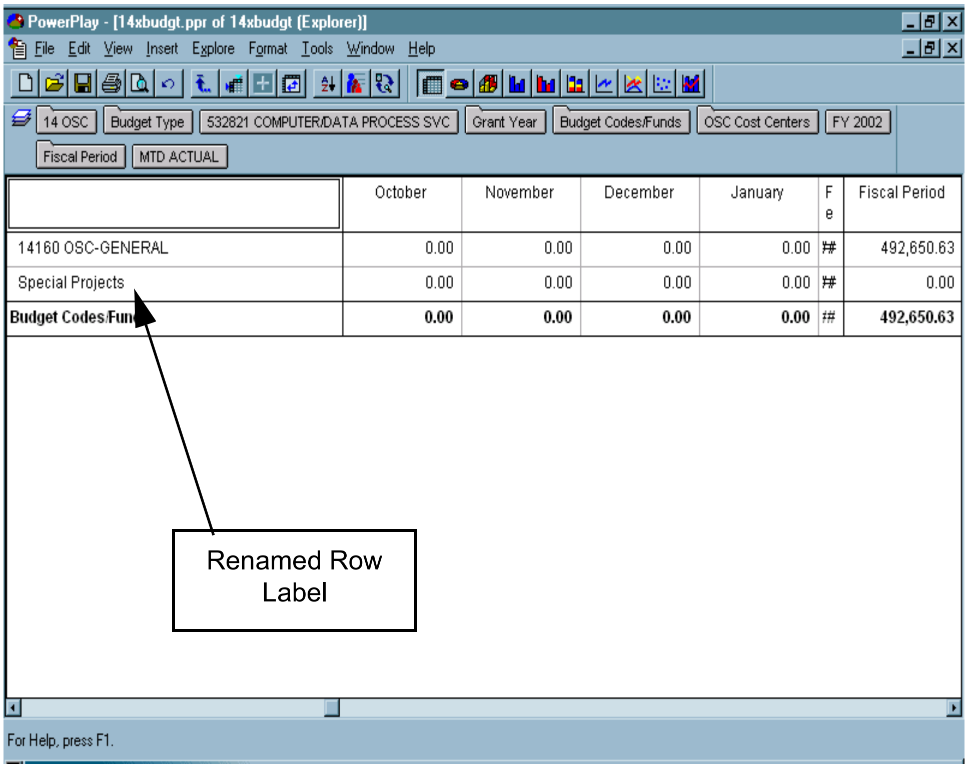
   A *Rename Label* dialog box appears.



4. Type **Special Projects** in the *Rename Label* box.

5. Click on the **OK** button.

NOTES



WALKTHROUGH: Identifying a Renamed Dimension Label

SCENARIO
It has been some time since you created the **Special Projects** row. Use the *Explanation* window to identify the original dimension label.

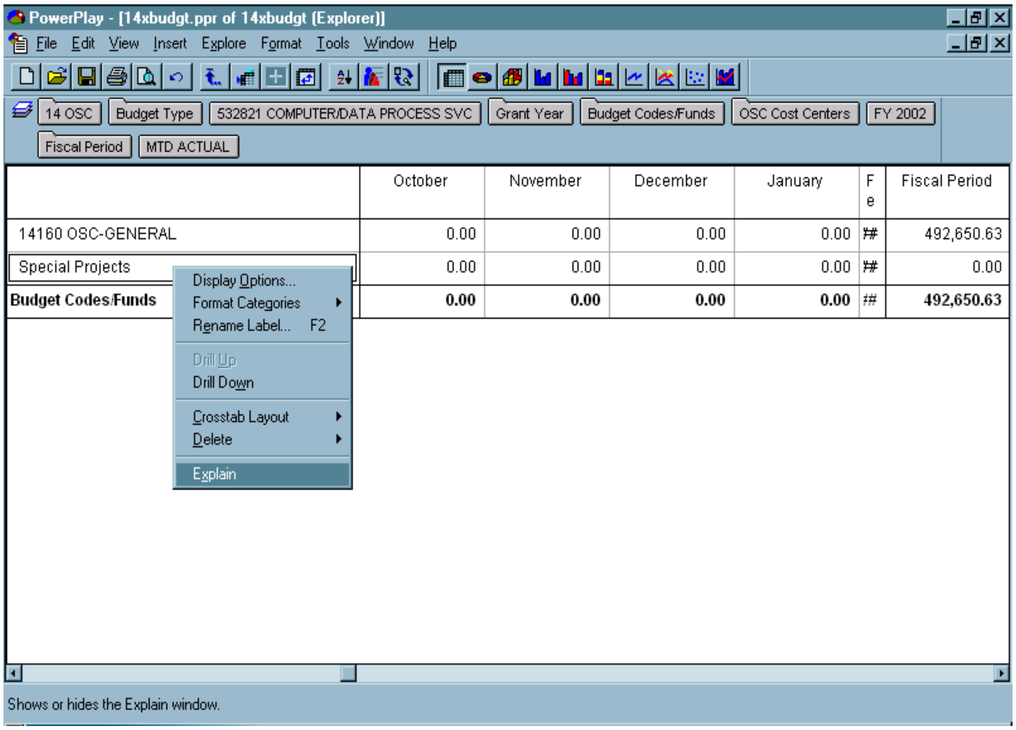
Walkthrough Objective:

❒ Identify a renamed row.

To show the explanation of the Special Projects row:

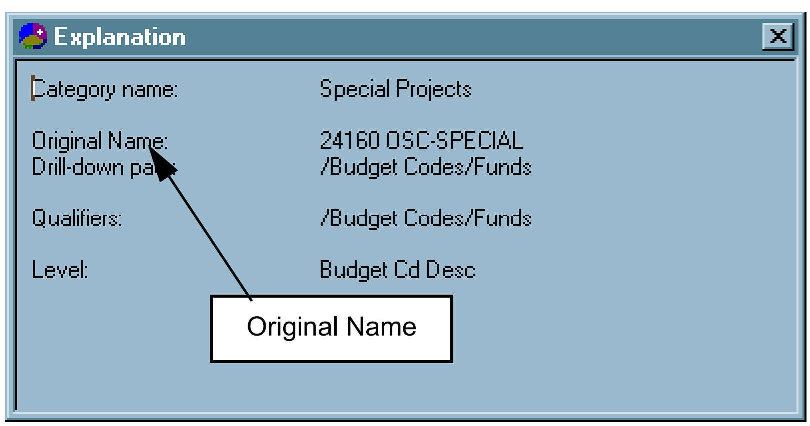
1. Click on the row label **Special Projects** to select it.
2. Right click the mouse and a pop-up menu will appear.

NOTES



3. Click on **Explain**.

The original name appears in the *Explanation* window.



4. Click on the  to close the *Explanation* window.

WALKTHROUGH: Resetting a Dimension Label

NOTES

> ***SCENARIO***
>
> You have decided that the row label **Special Projects** should be reset to the original name.

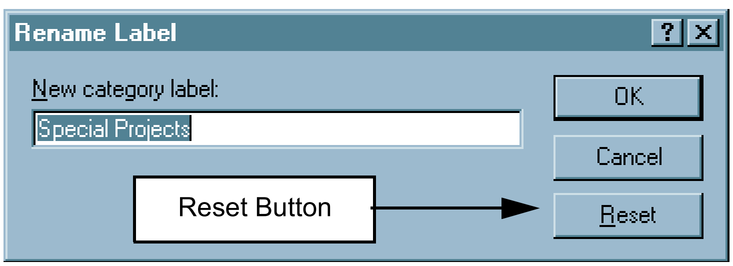
Walkthrough Objective:

❒ Reset dimension label **Special Projects** to the original name.

To reset a dimension label:

1. Click on the row label **Special Projects** to select it.

2. Press the F2 key to open the *Rename Label* dialog box.



3. Click on the **Reset** button. The database dimension label appears in the NEW CATEGORY LABEL: box.

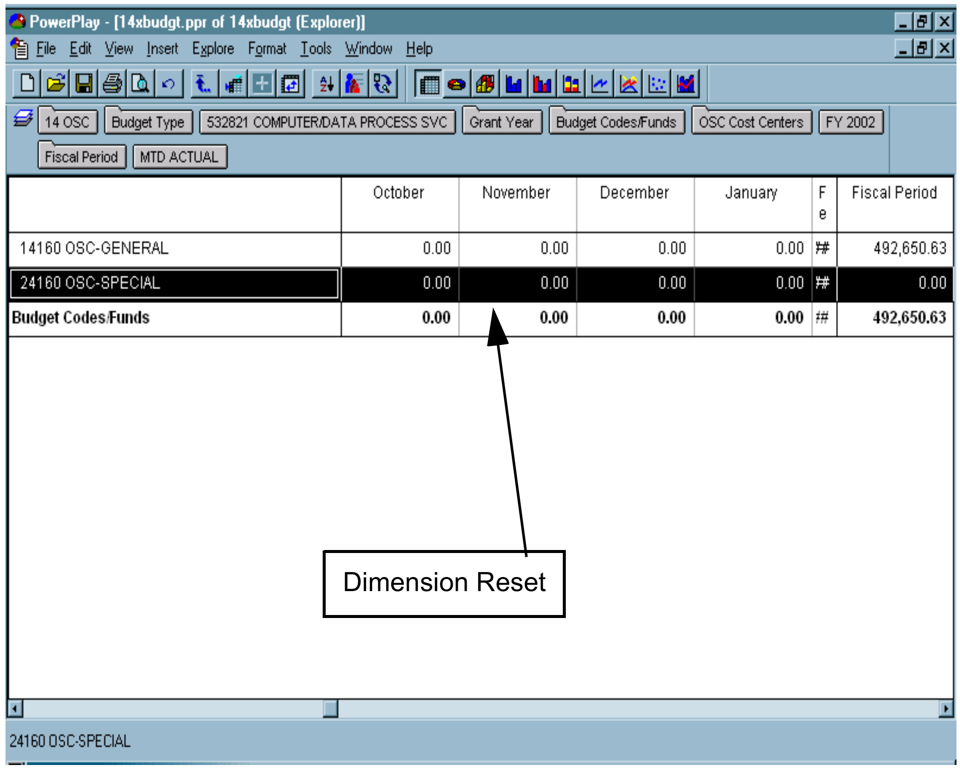
   The Reset button changes the label to the original database name independent of the number of times the label has been renamed.

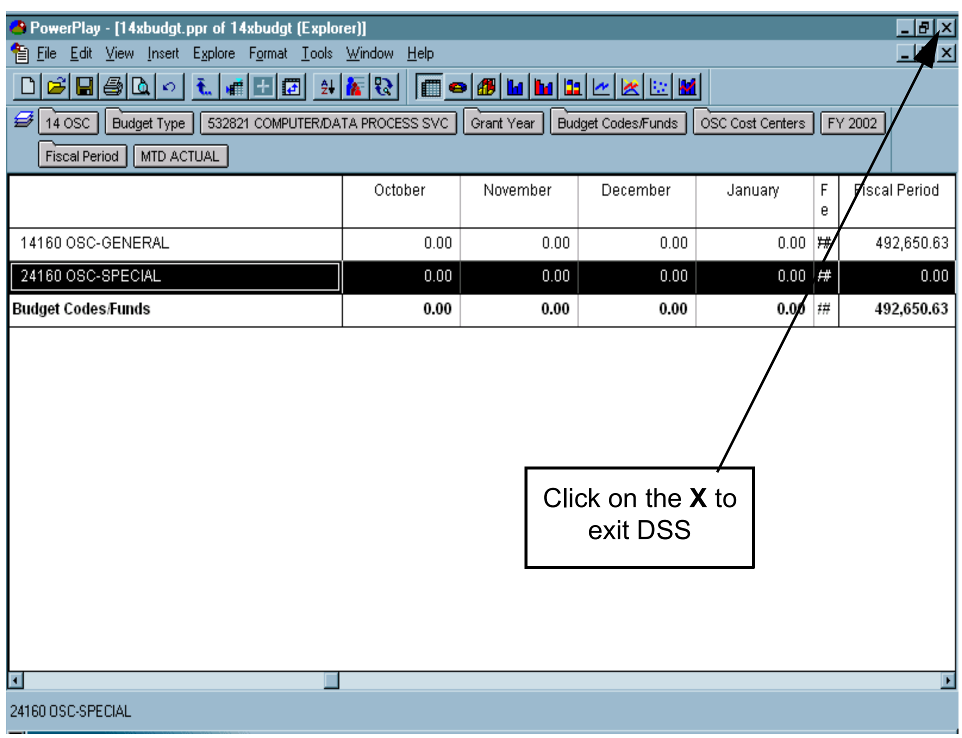
   The Reset button used in conjunction with the Cancel button can also be used in place of the *Explanation* window to identify a renamed dimension label.

4. Click on the **OK** button.

NOTES

The dimension title is reset to the original dimension title.

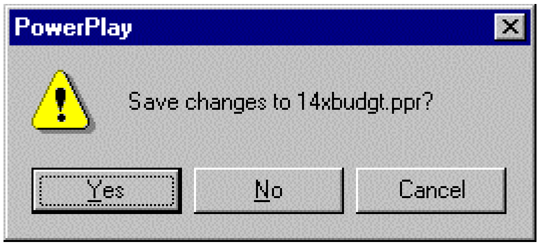




To exit Explorer without saving the report:

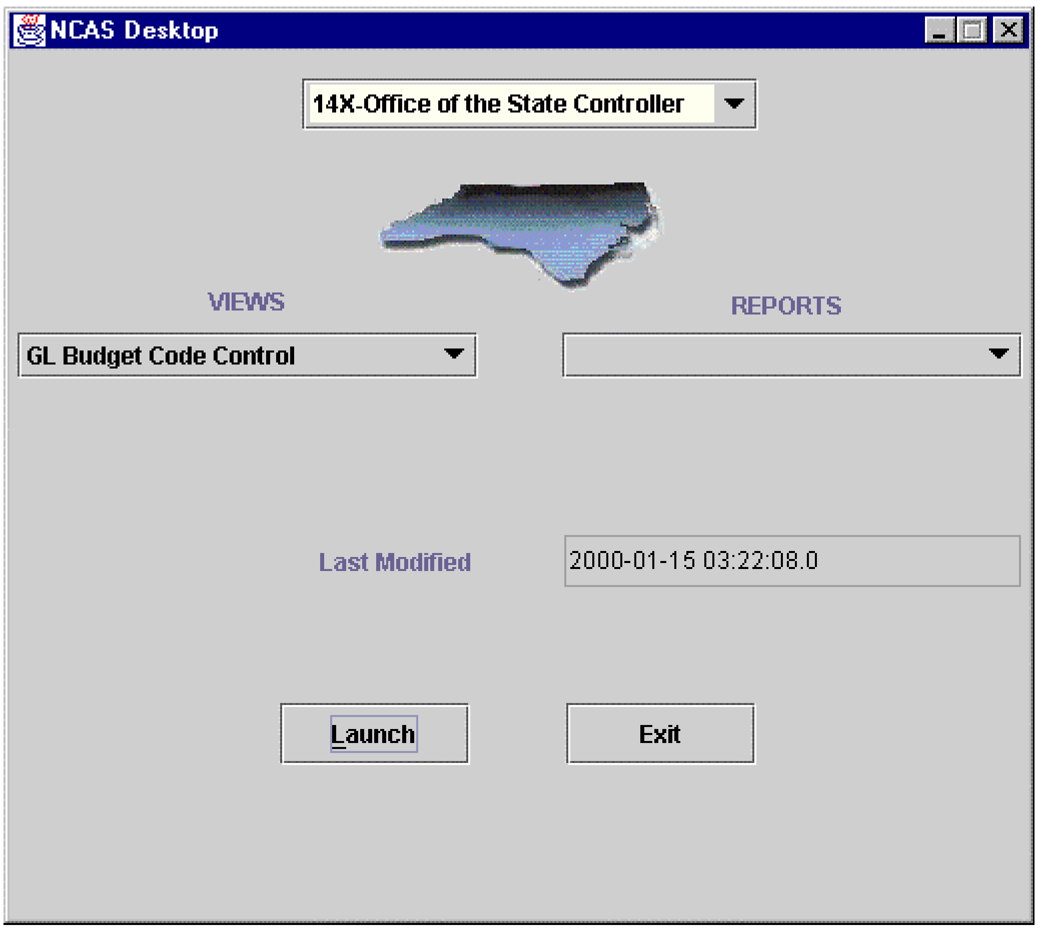
5. Click on the **upper right** ☒.

NOTES



6. Click on **No** in the *Save changes* pop-up window.

   The DSS displays the Agency Management Analysis Select menu screen.



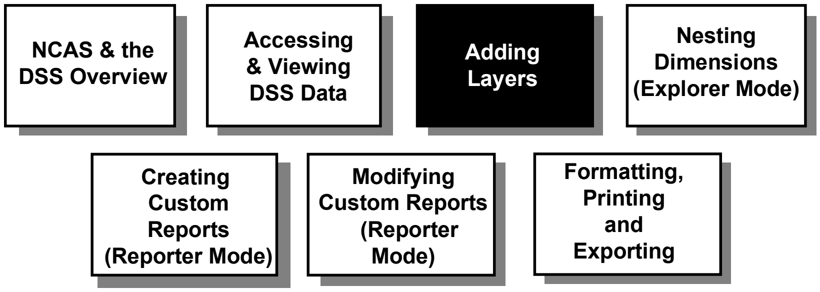
NOTES

SUMMARY

This section of the handbook utilized walkthroughs to demonstrate the DSS Explorer tool and related techniques. These DSS steps enable users to retrieve data in a summarized form and filter it to obtain meaningful information by:

- Opening a DSS Explorer Report by selecting an appropriate report and database.
- Filtering data for fiscal year, month, and budget code.
- Drilling down on a dimension summary point to uncover more detailed information.
- Drilling up from details to dimension summary points.
- Isolating a row or column data to eliminate extraneous information.
- Changing dimensions in rows and columns.
- Using the Explanation window to review filtered dimensions.
- Deleting or moving the MEASURES dimension.
- Renaming a dimension label.
- Identifying renamed dimensions.

Adding Layers



Overview

Users often want to keep **Accounts** and **MEASURES** respectively for rows and columns when they look at data for various budget codes or cost centers. One way to do that is to add layers to a report. Layers are like displaying the pages of a financial report where each page shows the data for a different month, year, budget code, cost center, or other layer dimension.

Adding Layers

The following walkthrough demonstrates how to create a layer for each month:

WALKTHROUGH: Adding Layers

SCENARIO

Your supervisor at the OSC has asked you to show the operating statement accounts for the OSC General Budget code for each month of the fiscal year.

You decide to use the *Budget Code Control Report* to create layers for the months.

Walkthrough Objectives:

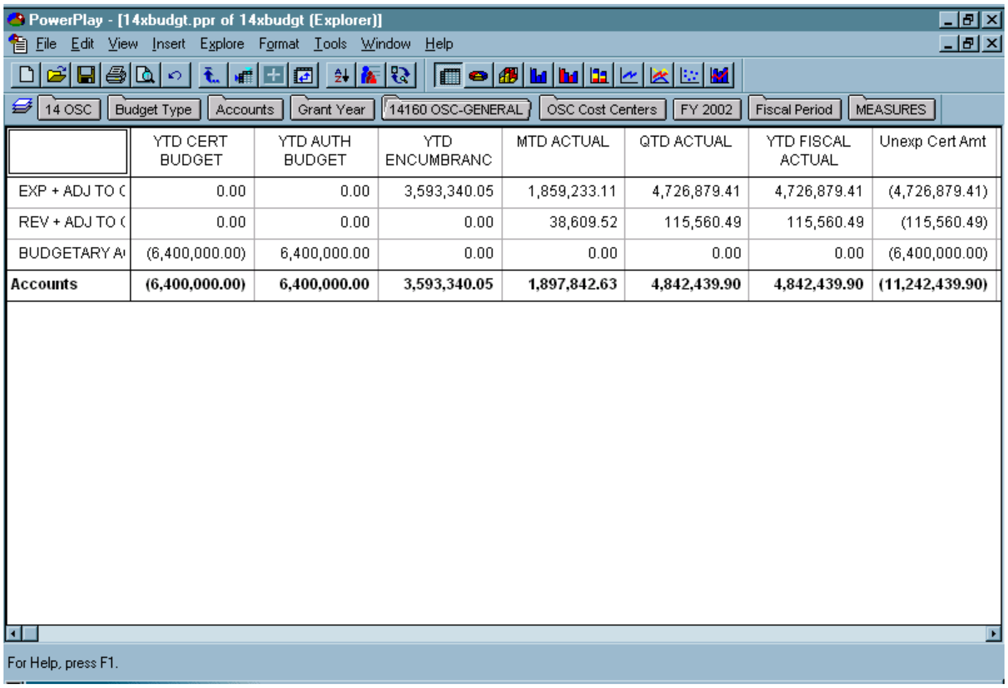
❒ Filter for the current Fiscal Year.

❒ Filter for Budget Code 14160.

❒ Add months (**Fiscal Period**) as layers.

1. Open the Budget Code Control report. (If necessary, refer to **Procedure 1: Opening a DSS Report in Explorer**.)

NOTES

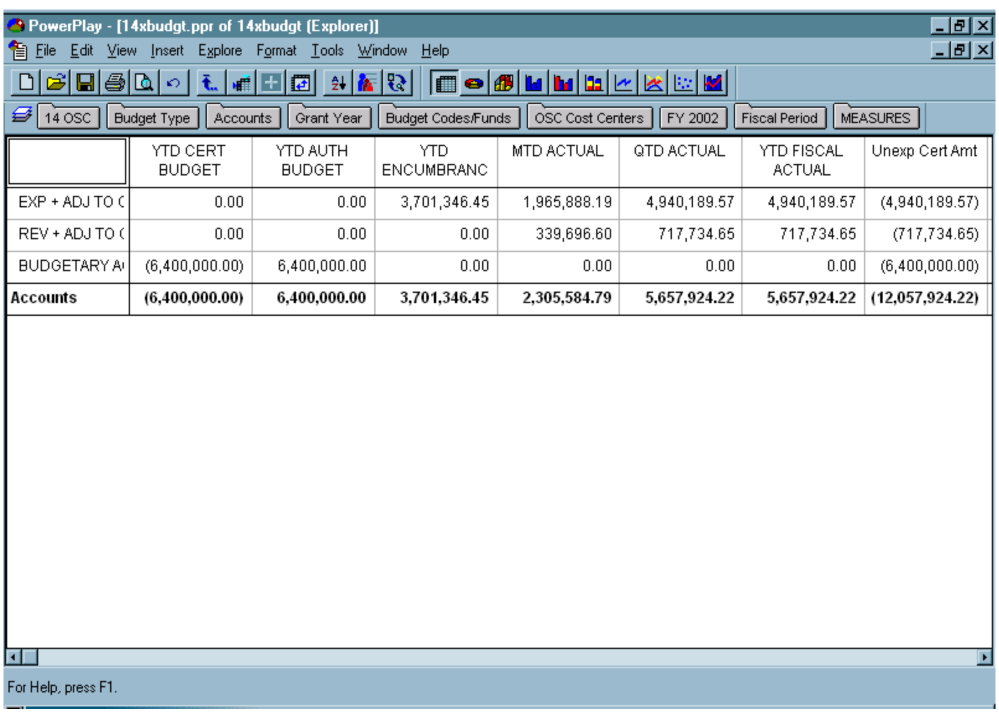


	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	0.00	0.00	3,593,340.05	1,859,233.11	4,726,879.41	4,726,879.41	(4,726,879.41)
REV + ADJ TO (	0.00	0.00	0.00	38,609.52	115,560.49	115,560.49	(115,560.49)
BUDGETARY A	(6,400,000.00)	6,400,000.00	0.00	0.00	0.00	0.00	(6,400,000.00)
Accounts	**(6,400,000.00)**	**6,400,000.00**	**3,593,340.05**	**1,897,842.63**	**4,842,439.90**	**4,842,439.90**	**(11,242,439.90)**

To filter for the fiscal year:

2. Position the cursor over **Fiscal Year** on the dimension line.

3. Click on **2002** from the dimension list.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	0.00	0.00	3,701,346.45	1,965,888.19	4,940,189.57	4,940,189.57	(4,940,189.57)
REV + ADJ TO (	0.00	0.00	0.00	339,696.60	717,734.65	717,734.65	(717,734.65)
BUDGETARY A	(6,400,000.00)	6,400,000.00	0.00	0.00	0.00	0.00	(6,400,000.00)
Accounts	**(6,400,000.00)**	**6,400,000.00**	**3,701,346.45**	**2,305,584.79**	**5,657,924.22**	**5,657,924.22**	**(12,057,924.22)**

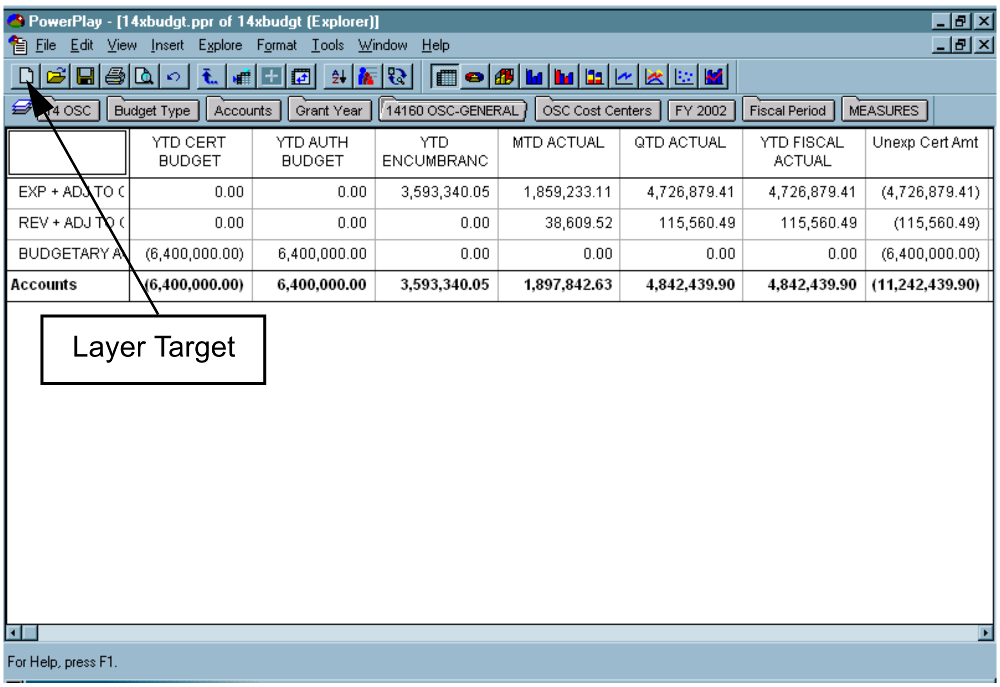
NOTES

> Because months will be used for layers, the data is not filtered for the month.

To filter for the budget code:

4. Position the cursor over **Budget Codes/Funds** on the dimension line.

5. Click on **14160 OSC-GENERAL** to select it from the dimension list.

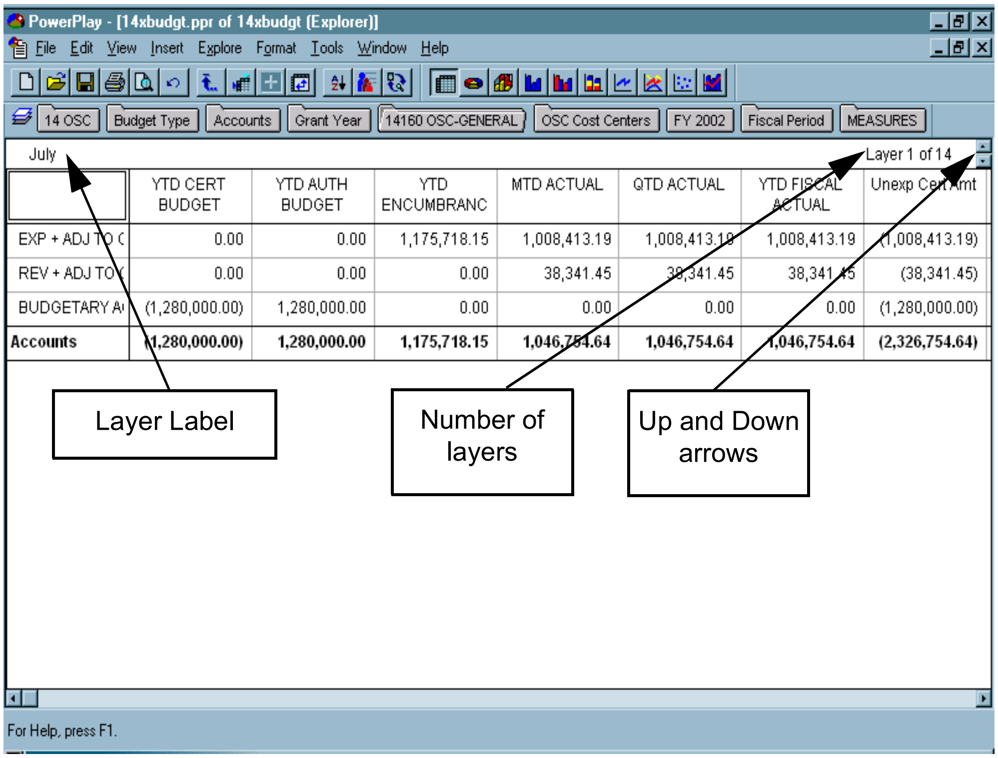


To add months as layers:

6. Click and hold **Fiscal Period** on the dimension line and drag it to the layer target in the upper left of the screen.

> Just as any dimension can be a row or column, any dimension can be used as a layer.

NOTES

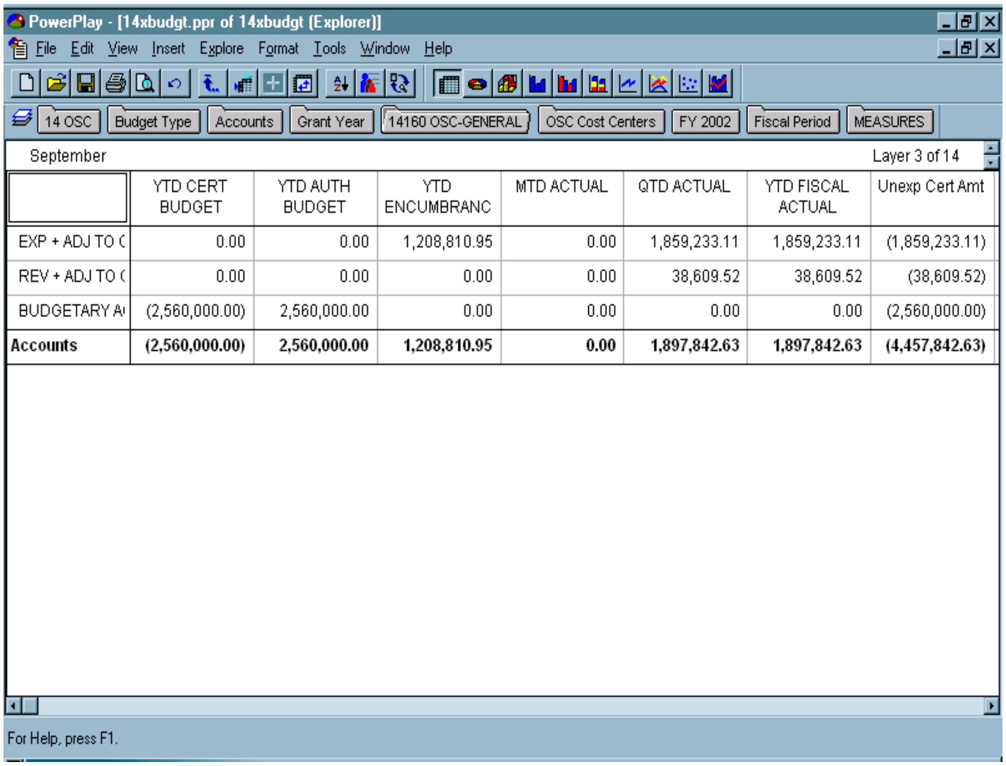


In Explorer, the summary layer will always be the last layer.

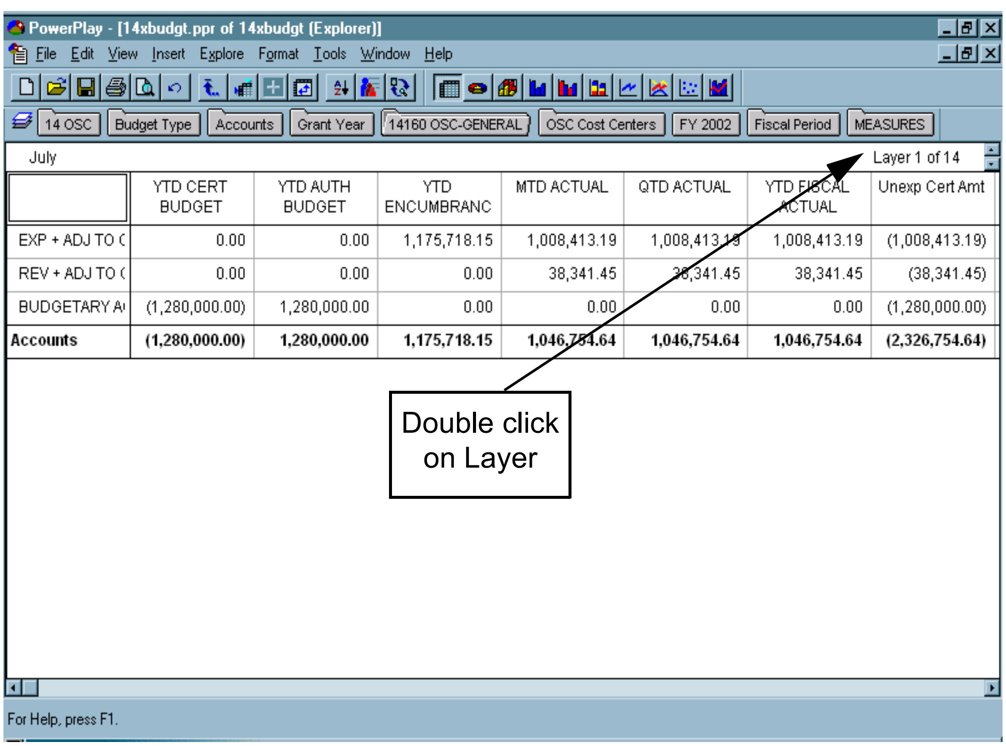
To scroll up and down through the layers:

7. Scroll down to **September** by clicking on the down arrow on the right side of the layer label area which has been displayed along the top of the workspace.

NOTES



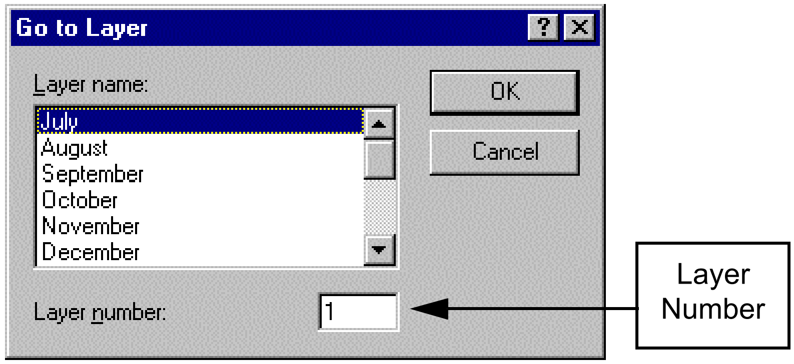
8. Scroll up to the first layer **July** by clicking on the up arrow.



NOTES

To go to the summary layer using the *Go to Layer* dialog box:

9. Double click on the word **Layer** or any part of the layer except the text of the layer label.



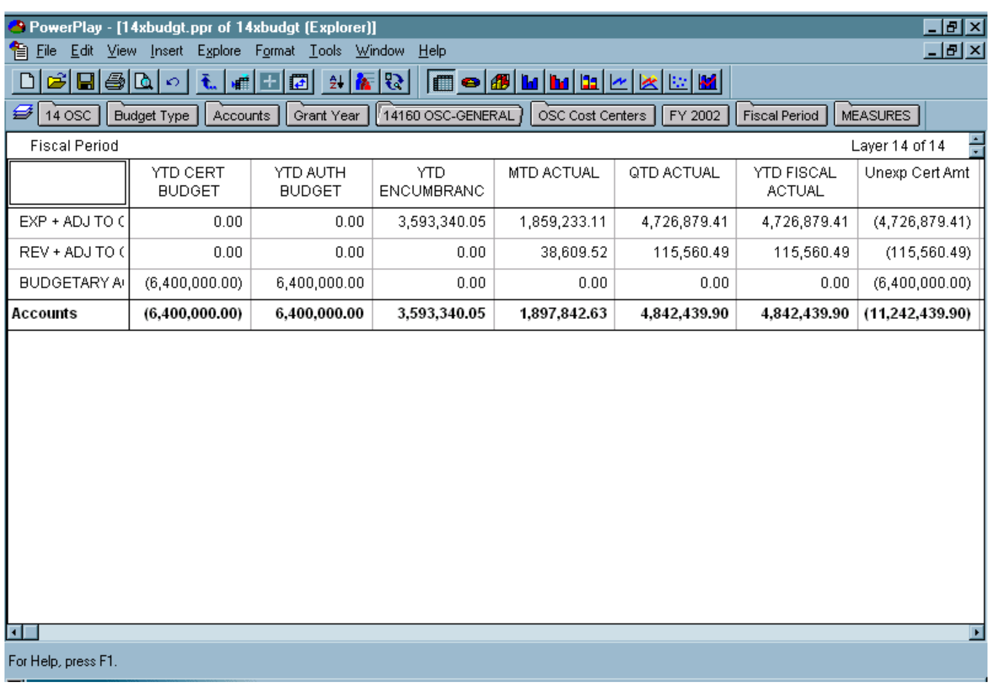
10. Scroll through the layers in the *Go to Layer* dialog box.

11. Click on **Fiscal Period** to select it from the Go to Layer dialog box.

    Notice that the number of the selected layer is displayed in the Go to Layer dialog box.

12. Click on the **OK** button.

    The DSS displays the summary layer, which is the last layer. Notice that the layer label and layer number have changed.



You have now successfully opened the Budget Code Control Report, filtered the data for fiscal year 2002 and budget code 14160 OSC-GENERAL, added months as layers, and viewed the data for more than one layer. Next we will learn how to drill down on a layer dimension.

NOTES

Similar to dimensions in rows and columns, dimensions in layers can also be drilled to uncover details.

Drilling on Layers

The following walkthrough demonstrates how to drill up and down on layers, using the dimension **Budget Codes/Funds** as the layer dimension.

WALKTHROUGH: Drilling on Layers

SCENARIO

Your supervisor now wants you to show the July operating statement accounts for each budget code for fiscal year 2002.

Walkthrough Objectives:

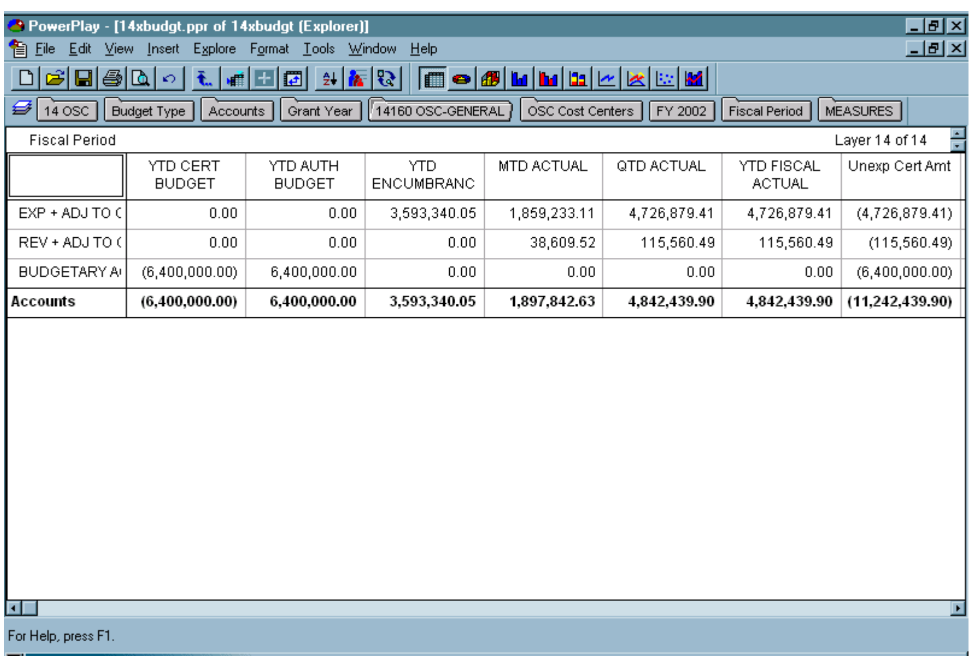
❒ Unfilter Budget Codes.

❒ Filter for the month of July.

❒ Replace layers with Budget Codes.

— Drill down on the Budget Codes.

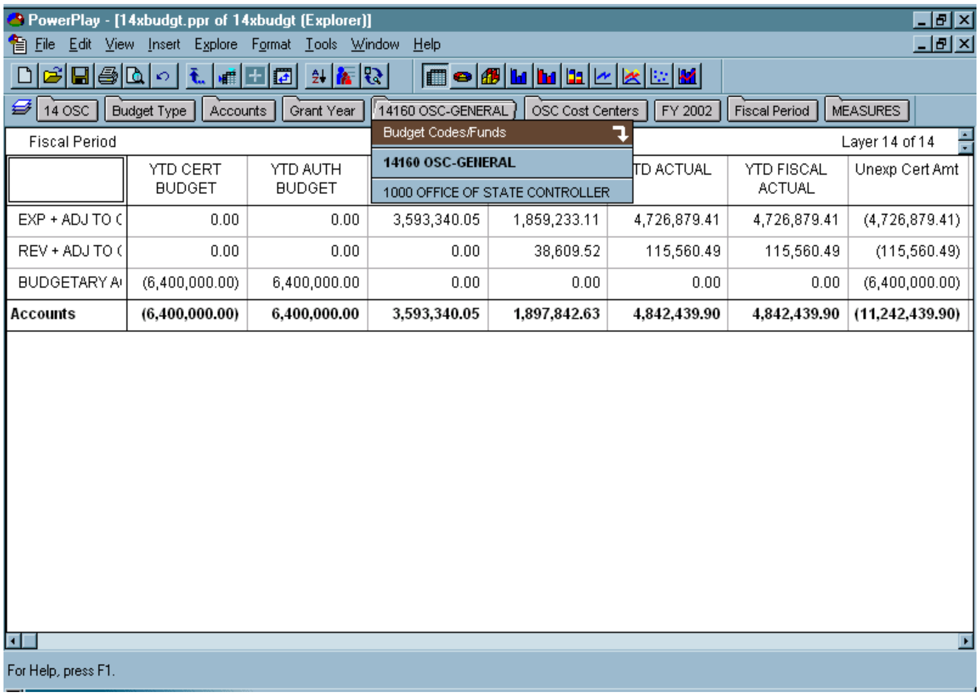
— Drill up on the Budget Codes.



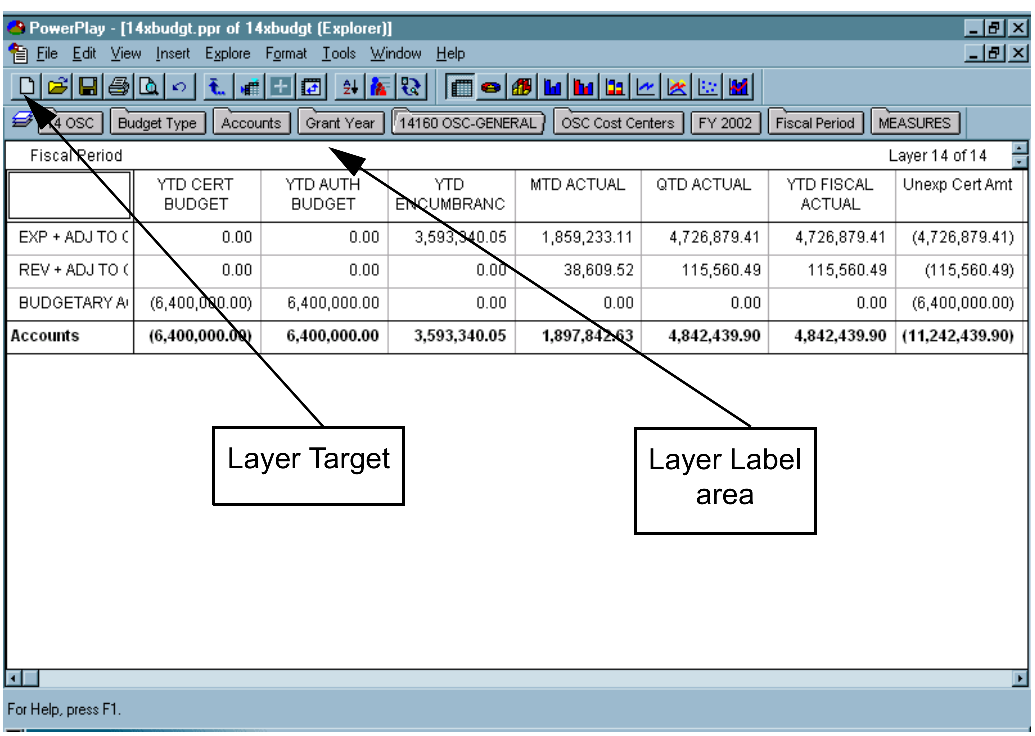
NOTES

To unfilter for budget code:

1. Position the cursor over **14160 OSC-GENERAL** on the dimension line.



2. Click on **Budget Codes/Funds** to select it from the dimension list.

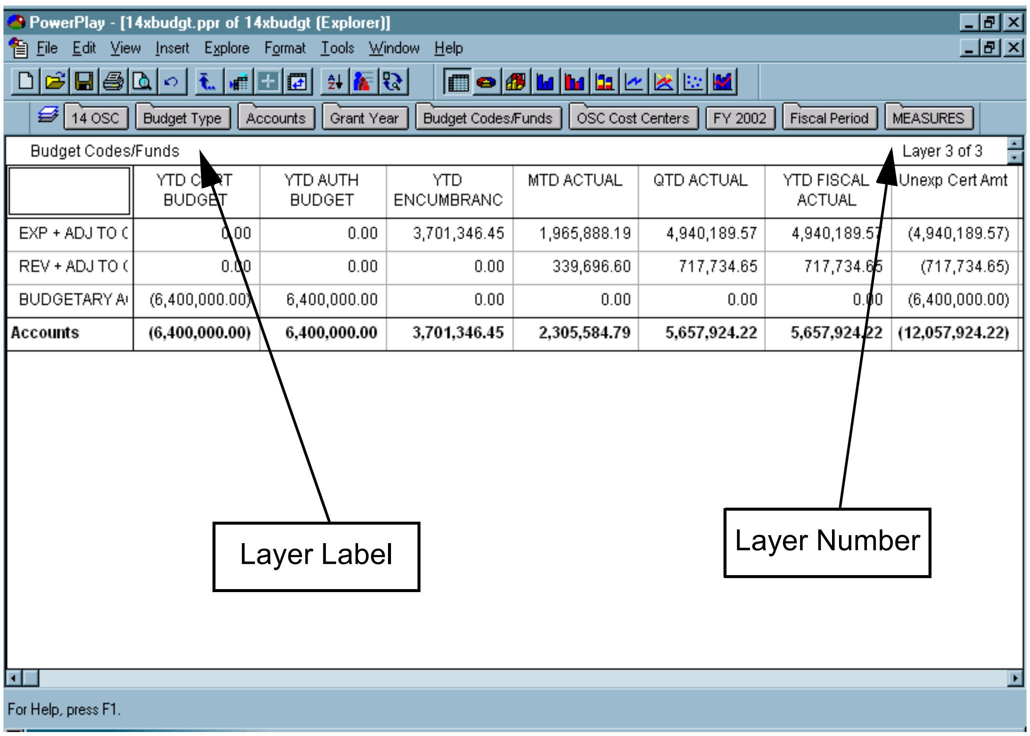


NOTES

To replace Fiscal Period with Budget Codes/Funds as the dimension layers:

3. Click and hold **Budget Codes/Funds** on the dimension line and drag it to the layers label area or the layer target.

   Notice that the label and layer numbers change to reflect the new layer dimension. The last layer is the summary/parent layer and the remaining layers are details/children.



To filter for the month:

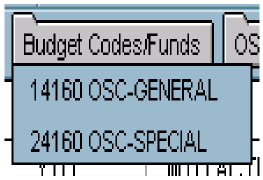
4. Position the cursor over **Fiscal Period** on the dimension line.

5. Click on **July**.

To view the structure of the Budget Codes/Funds dimension on the dimension line:

6. Position the cursor over **Budget Codes/Funds** dimension on the dimension line to open the dimension list.

NOTES



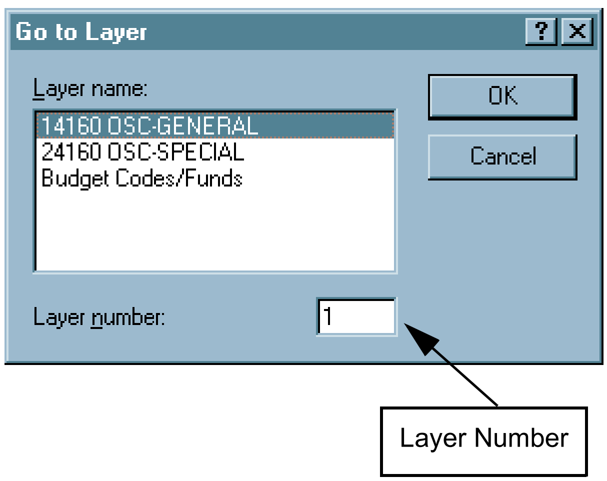
Notice the structure of the **Budget Codes/Funds** dimension in the dimension list: the **Budget Codes/Funds** is the summary/parent layer, with two budget codes listed below it.

Drilling down on a budget code will uncover its associated fund(s).

7. Move the cursor off **Budget Codes/Funds** dimension on the dimension line to close the dimension list.

To go to a different layer:

8. Double click on the word **layer** in the layer area.



9. Click on **14160 OSC-GENERAL** layer to select it from the *Go to Layer* dialog box.

Notice that the number of the selected layer is displayed in the *Go to Layer* dialog box.

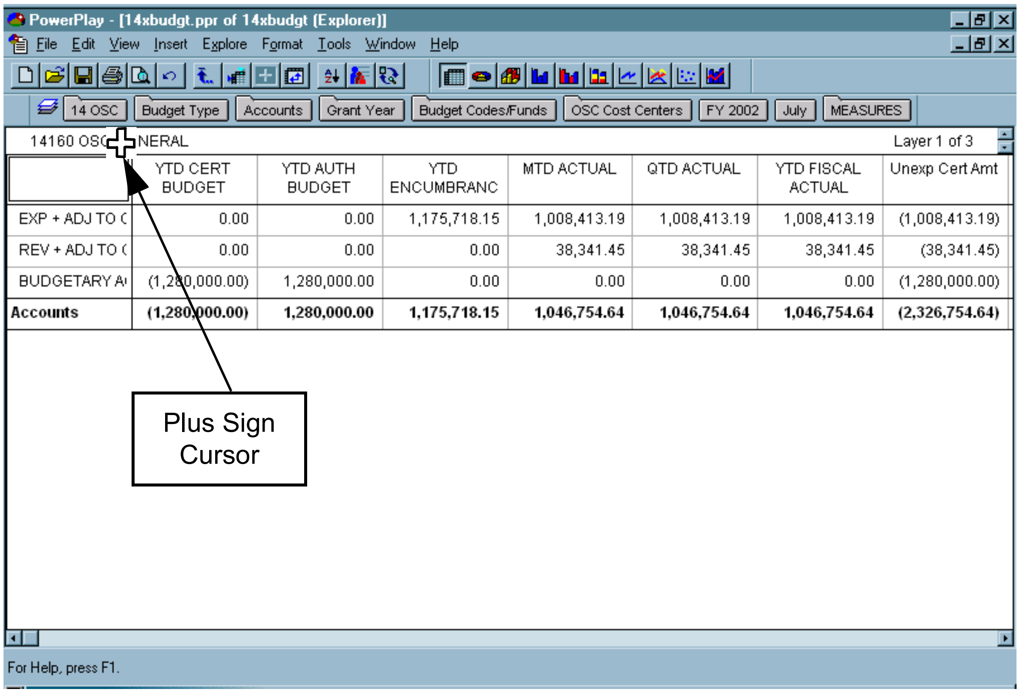
10. Click on the **OK** button.

The DSS displays the 14160 OSC GENERAL layer.

NOTES

Notice that the layer label and layer number have changed.

Notice also that when the mouse is positioned over the layer label, it changes to a plus sign, indicating that it is a summary point.

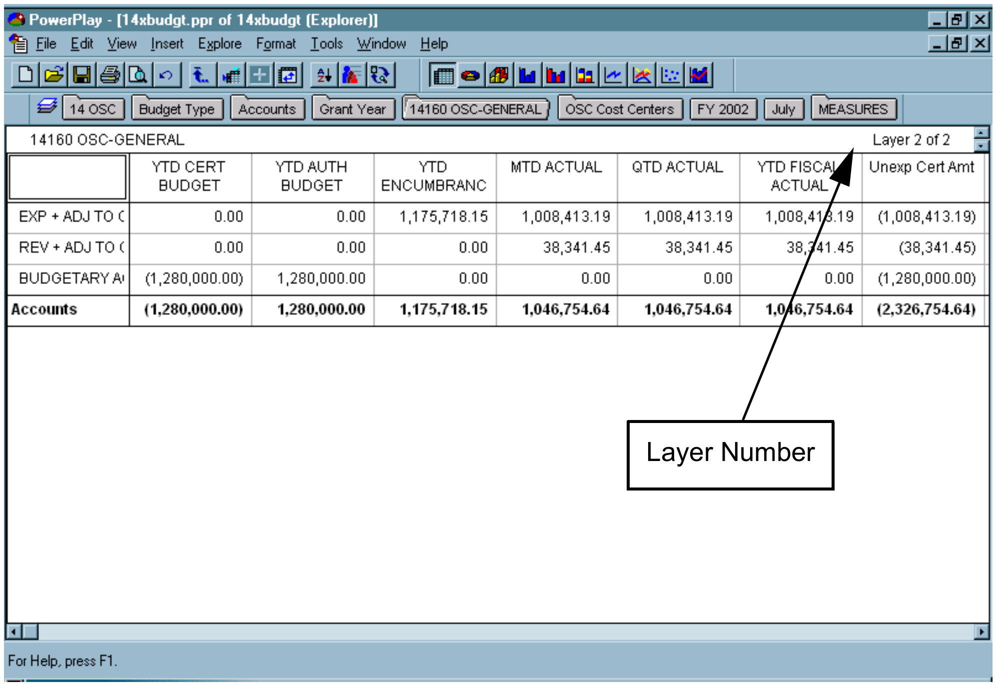


To drill down on the layer:

11. Double click on the layer label **14160 OSC-GENERAL**.

NOTES

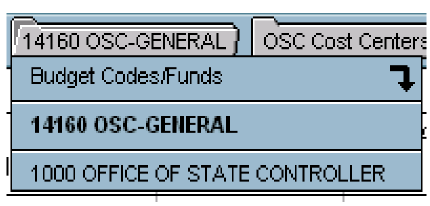
Notice that the number of layers changes. The data does not change since this is the summary layer.



Drilling down on a layer uncovers detail below the summary/parent point. The last layer is the summary/parent layer, and the remaining layers are children points.

To view the Budget Codes/Funds dimension structure in the dimension list:

12. Position the cursor over **14160 OSC-GENERAL** on the dimension line to open the dimension list.



Notice that the structure displayed in the filter window shows that there is only one fund (1000 OFFICE OF THE STATE CONTROLLER) below the budget code summary level 14160 OSC - GENERAL.

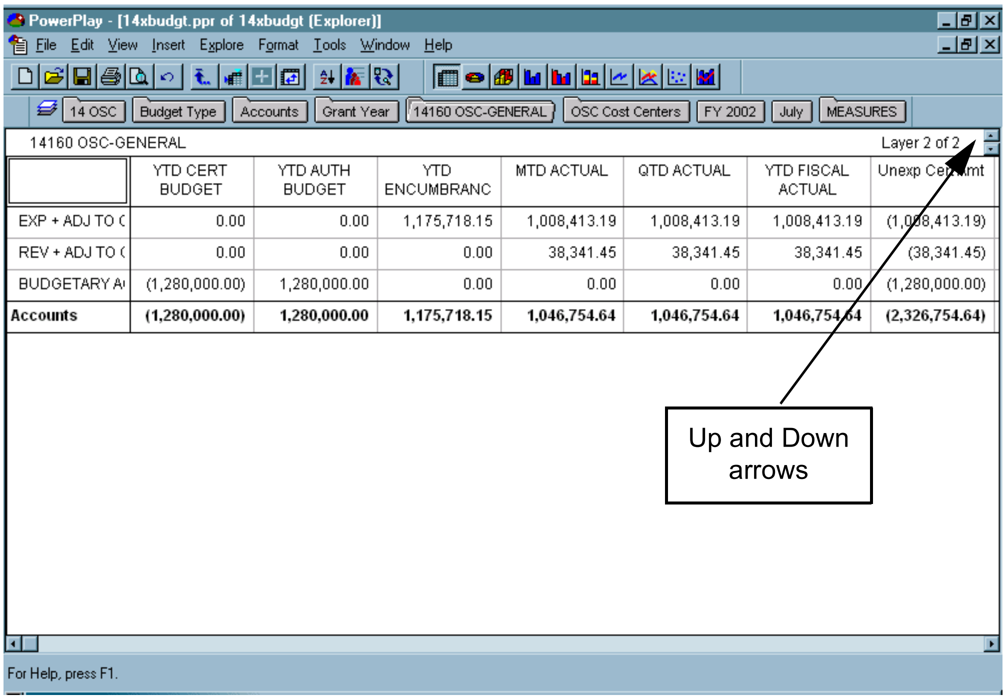
13. Move the cursor off **14160 OSC-GENERAL** on the dimension line to close the dimension list.

To scroll up and down through the layers:

NOTES

14. Scroll down to the next layer by clicking on the down arrow.

15. Scroll back up to the summary layer 14160 OSC-GENERAL by clicking on the up arrow.



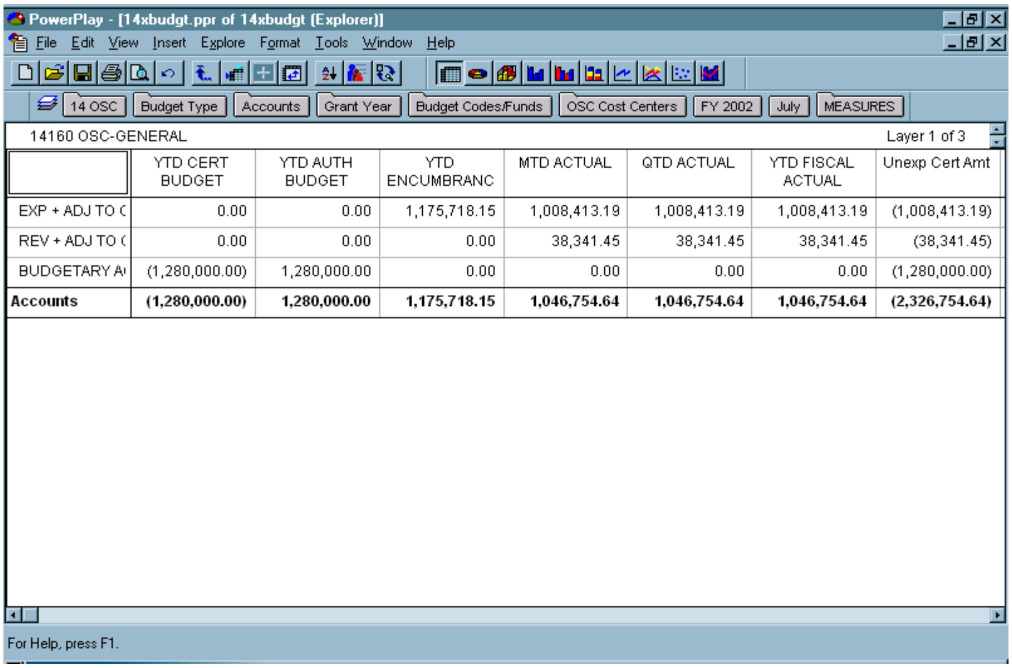
> The last layer is always the summary layer in Explorer.

To drill back up to budget codes:

16. Position the cursor over the summary layer **14160 OSC-GENERAL**. Notice the cursor changes to a plus sign with an up arrow inside of it. This indicates that by double clicking on the point, you will be drilling up.

17. Double click on the layer label of summary layer **14160 OSC-GENERAL**.

NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO (	0.00	0.00	1,175,718.15	1,008,413.19	1,008,413.19	1,008,413.19	(1,008,413.19)
REV + ADJ TO (	0.00	0.00	0.00	38,341.45	38,341.45	38,341.45	(38,341.45)
BUDGETARY A(	(1,280,000.00)	1,280,000.00	0.00	0.00	0.00	0.00	(1,280,000.00)
Accounts	**(1,280,000.00)**	**1,280,000.00**	**1,175,718.15**	**1,046,754.64**	**1,046,754.64**	**1,046,754.64**	**(2,326,754.64)**

You have now successfully drilled down and up on the layers of 14160 OSC-GENERAL budget codes.

Swapping Rows, Columns, and Layers

Sometimes a report can be improved by swapping rows, columns, and layers to change the perspective of the data presentation.

The following walkthrough demonstrates swapping rows, columns, and layers.

WALKTHROUGH: Swapping Rows, Columns, and Layers

NOTES

SCENARIO

Your manager at the OSC, company 14XX, likes the data in the report you customized. However, your manager is not satisfied with the way the data is currently presented. Your manager asks to see the report with the rows, columns, and layers swapped.

You are going to create different layouts of this report for your manager to review until one is found that is useful.

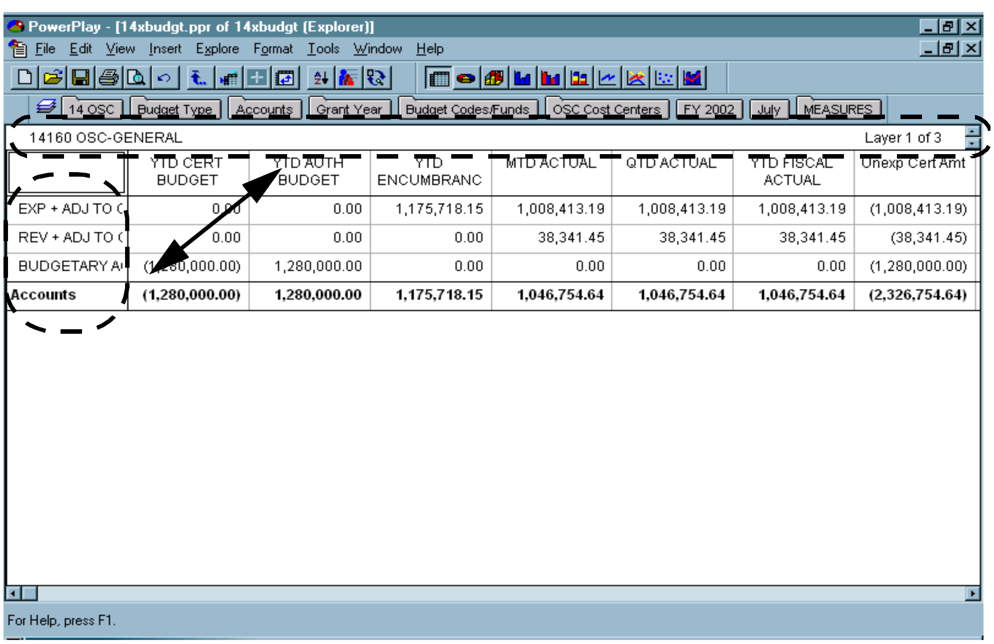
The first one will move the BUDGET CODES to the rows and ACCOUNTS to the layers.

The second one will move the ACCOUNTS to the columns and the MEASURES to the layers.

The third one will move the ACCOUNTS to the rows and the BUDGET CODES to the columns.

Walkthrough Objectives:

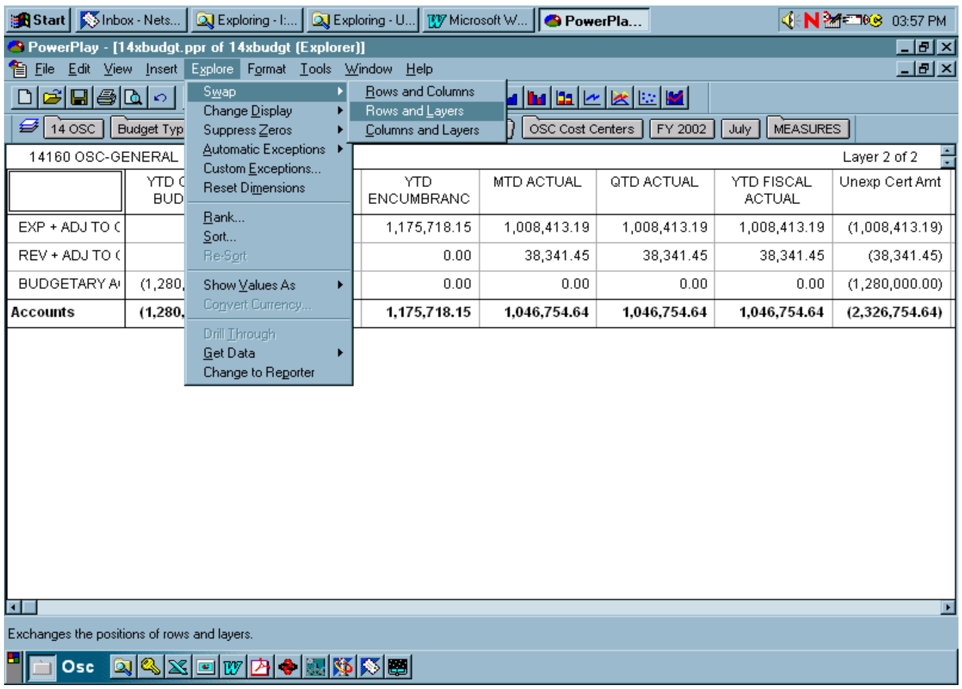
- ❒ Swap rows and layers.
- ❒ Swap columns and layers.
- ❒ Swap rows and columns.



NOTES

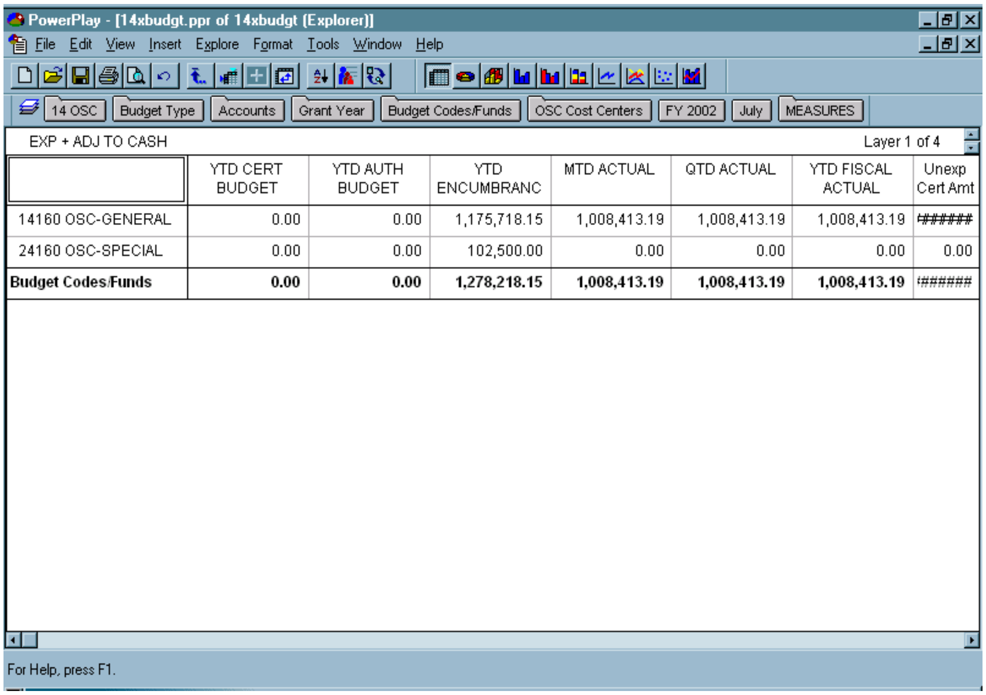
To swap rows and layers:

1. Click on **Explore** on the menu bar.
2. Position the cursor over **Swap** from the drop-down menu.
3. Click on **Rows and Layers** from the drop-down menu.



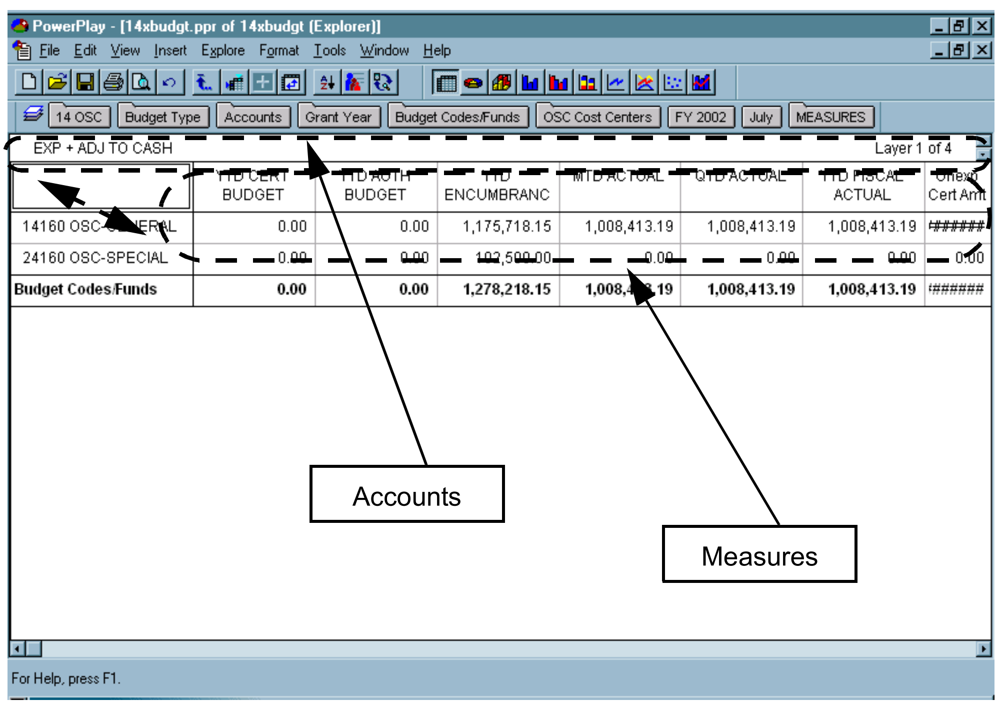
The DSS displays the data with swapped rows and layers. Now your BUDGET CODES are located in the rows and the ACCOUNTS are in the layers.

NOTES

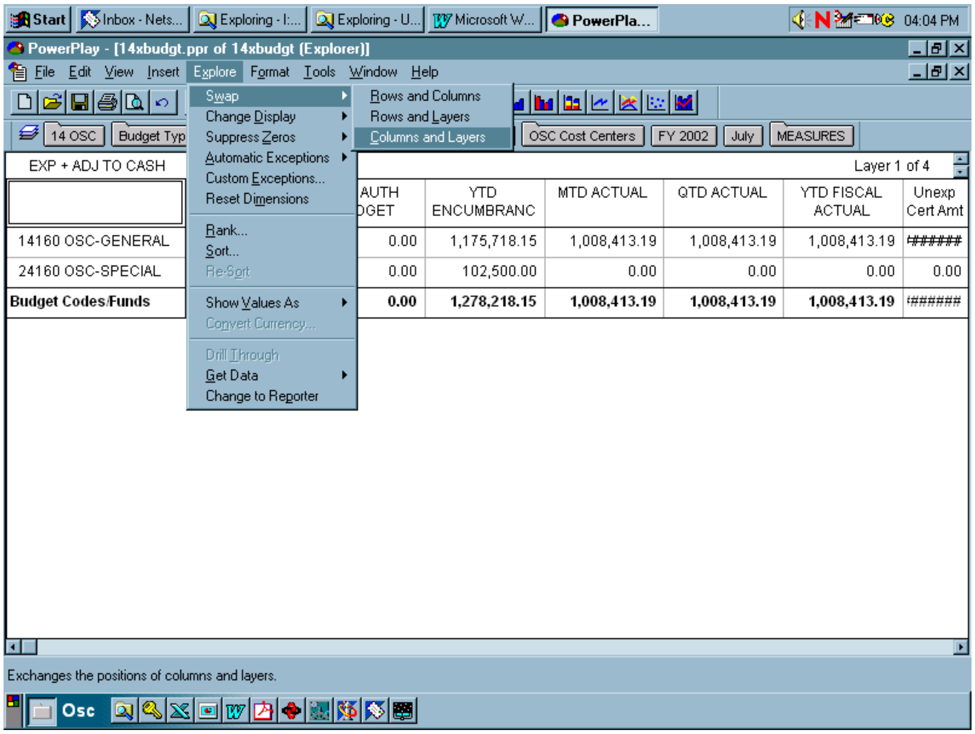


Your manager looks at this layout and prefers to see YTD ACTUAL amounts by budget code for various accounts. So you create a layout which has ACCOUNTS as columns and MEASURES as layers

.



NOTES



To swap columns and layers:

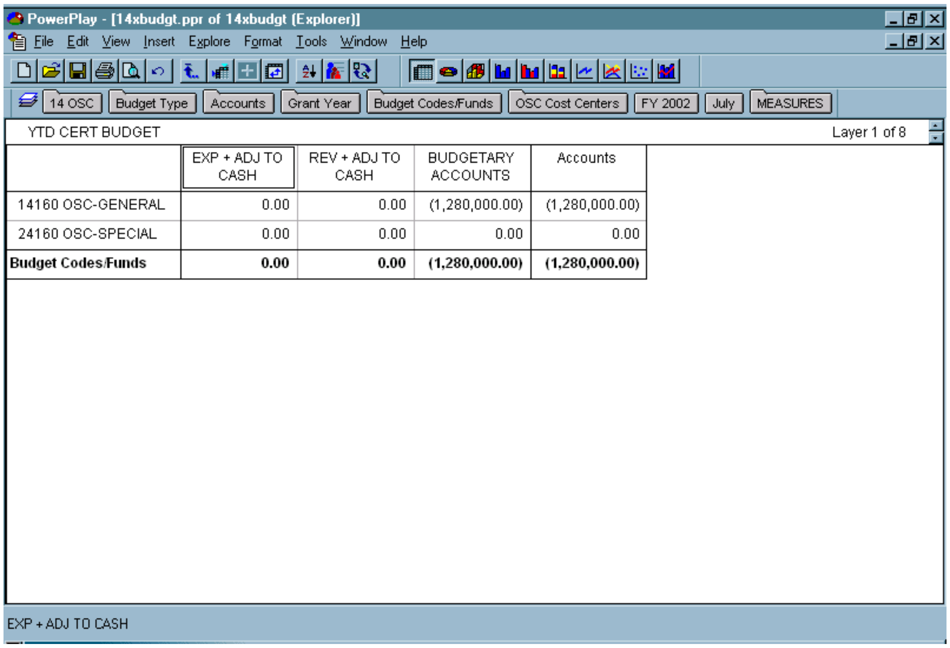
4. Click on **Explore** on the menu bar.

5. Position cursor over **Swap** from the drop-down menu.

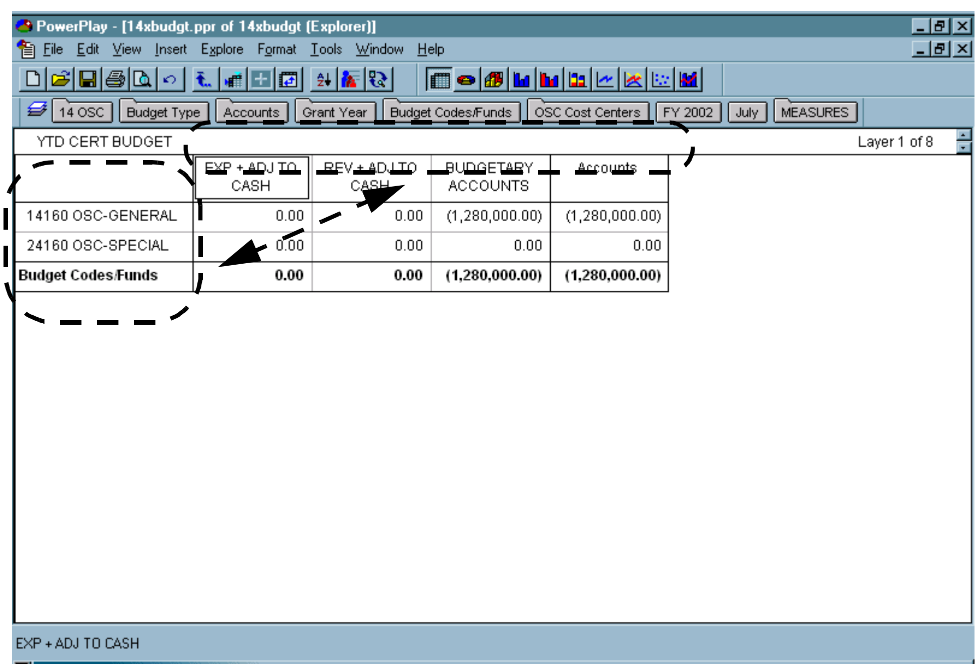
6. Click on **Columns and Layers** from the drop-down menu.

NOTES

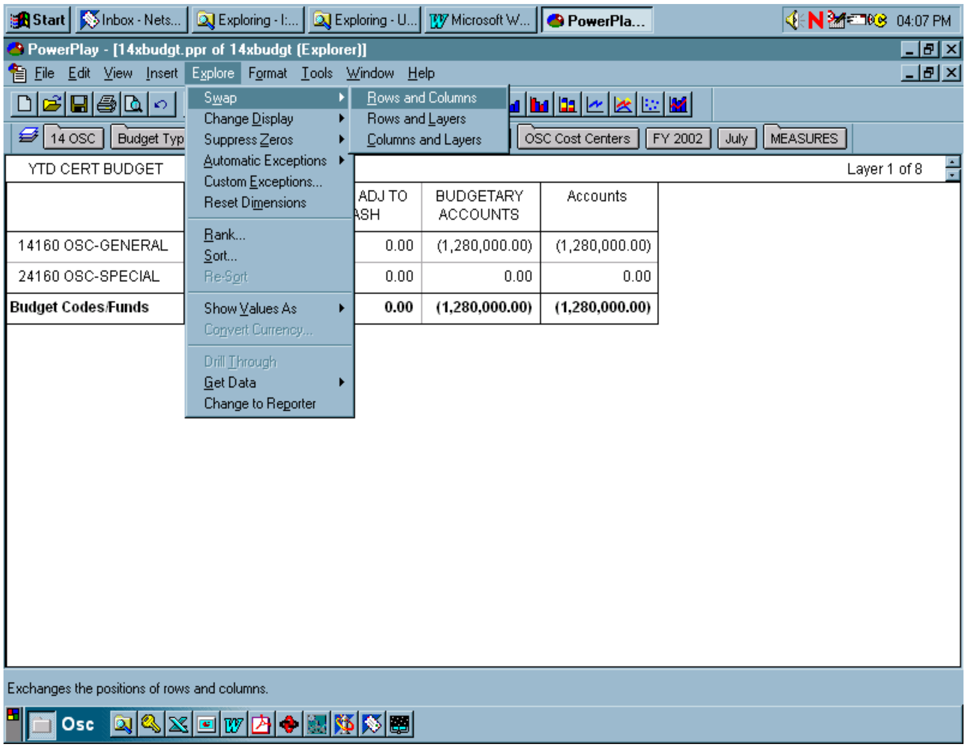
The DSS displays the data with swapped columns and layers. The ACCOUNTS are now the columns and the MEASURES are the layers.



Your manager looks at this layout and wants to know if there is an easier way to see the ACCOUNTS and BUDGET CODES. You decide to show them in rows and columns.



NOTES



To swap rows and columns:

7. Click on **Explore** on the menu bar.

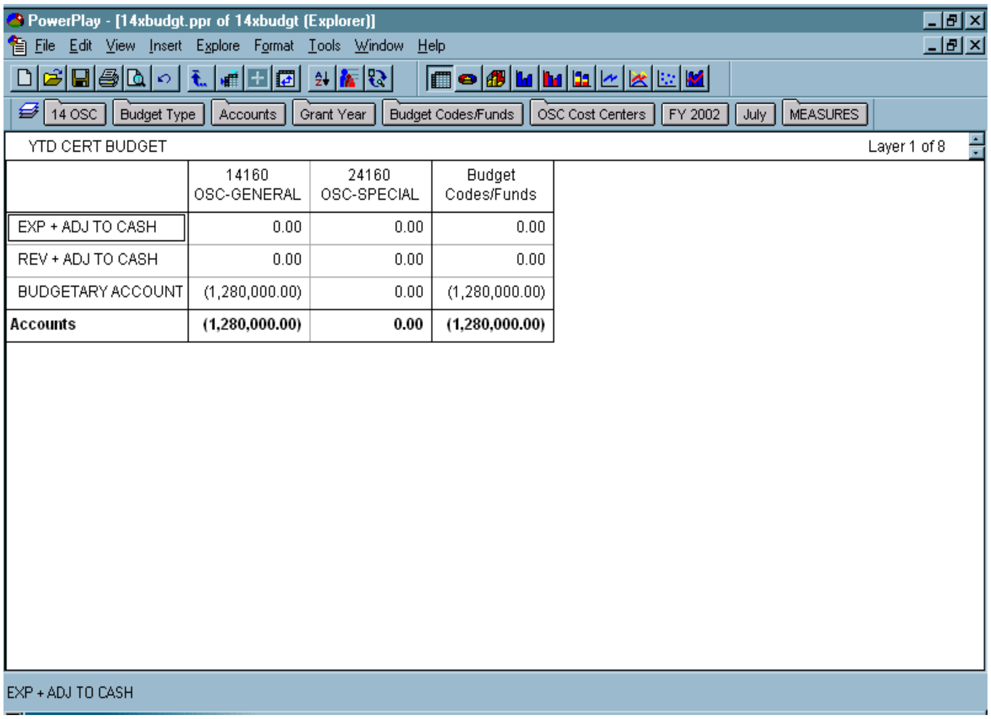
8. Position cursor over **Swap** from the drop-down menu.

9. Click on **Rows and Columns** from the drop-down menu.

   - In Explorer only, you may also swap rows, columns or layers by dragging a row, column or layer to another row, column or layer.

The DSS displays the data with swapped rows and columns. The ACCOUNTS are now in the rows and the BUDGET CODES are now located in the columns.

NOTES



Your manager likes this layout. You have now successfully created three different layouts of the same data.

The OSC delivers several standard DSS reports that are stored in a shared network directory and cannot be altered. However, changes to a report can be saved as a custom report for future use. Each night, the data will be updated for the new custom report.

Saving a Custom Report

The following walkthrough demonstrates how to save a customized DSS report for automatic data updates.

WALKTHROUGH: Saving a Custom Report

SCENARIO

Your manager has decided that the last layout of the three reports you produced is acceptable. You want to save this report layout under the name *class1* for future use.

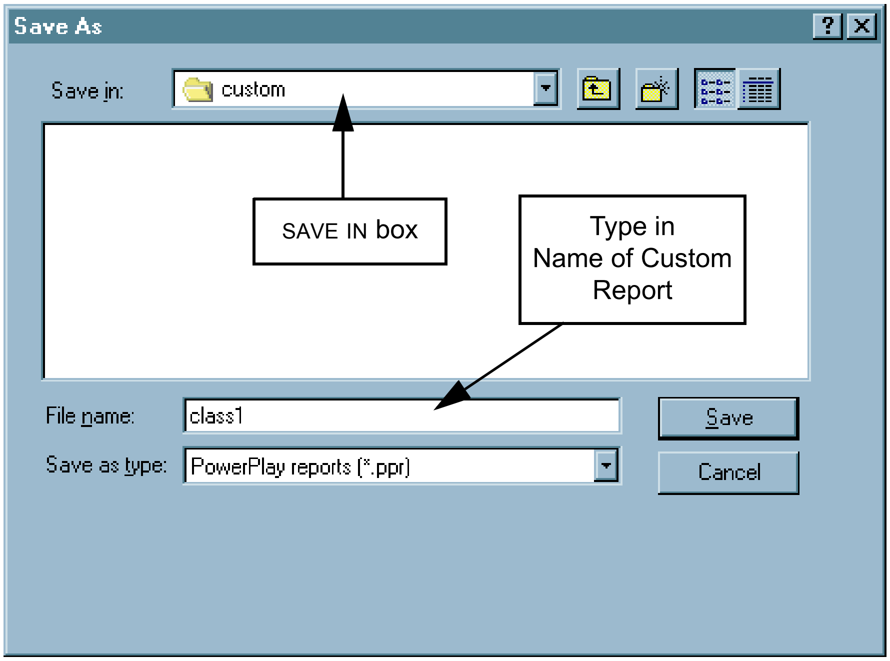
Walkthrough Objective:

❒ Save the report as *class1.ppr*.

NOTES

To save the custom report:

1. Click on **File** on the menu bar.
2. Click on **Save As** from the File drop-down menu.



3. Select the directory **c:\ncasdss\custom** from the *Save As* dialog box, if not already selected.

   🗁 The Custom Directory may be in a different default location on your computer.

   🗁 You may save the report anywhere on your LAN to which you have write access. You do not have authority to over-write the DSS delivered reports.

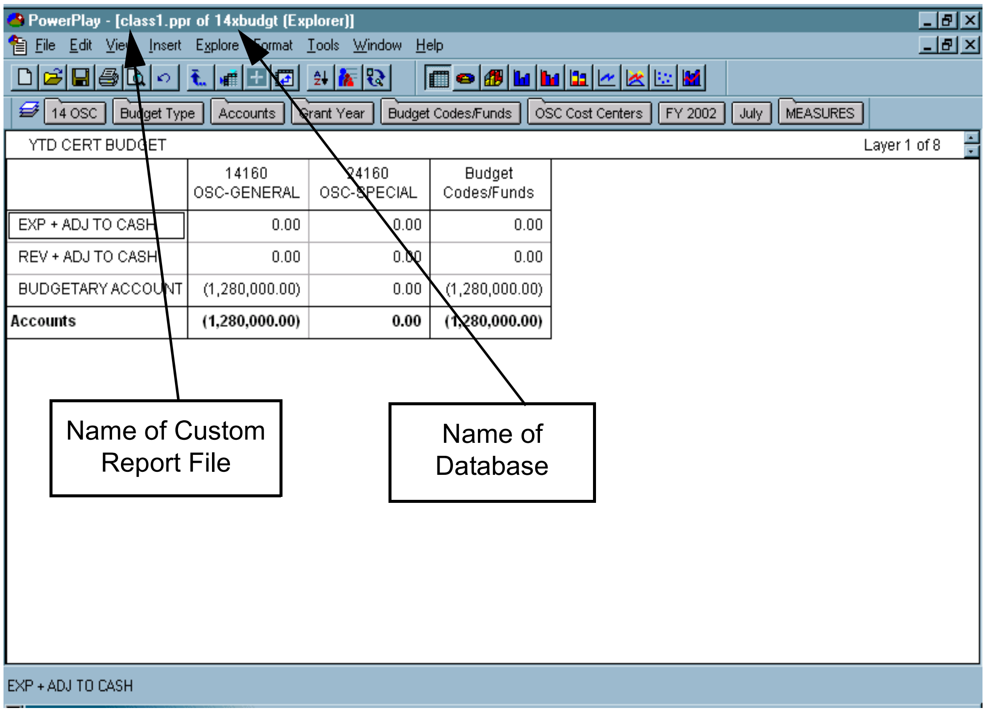
4. Type **class1** in the FILE NAME field of the *Save As* dialog box.

   🗁 You are not limited in the DSS to the number of characters used in the naming of your report. However, you may be limited in the number of characters by the drive to which you are saving the report.

   🗁 Notice the suffix *.ppr*. This indicates you are saving a PowerPlay report.

5. Click on the **Save** button.

NOTES



You have now successfully saved your custom report for future use.

Removing Layers

The following walkthrough is designed to demonstrate how to remove layers from a report.

WALKTHROUGH: Removing Layers from an Explorer Report

SCENARIO

Your manager wants to see this report without layers.

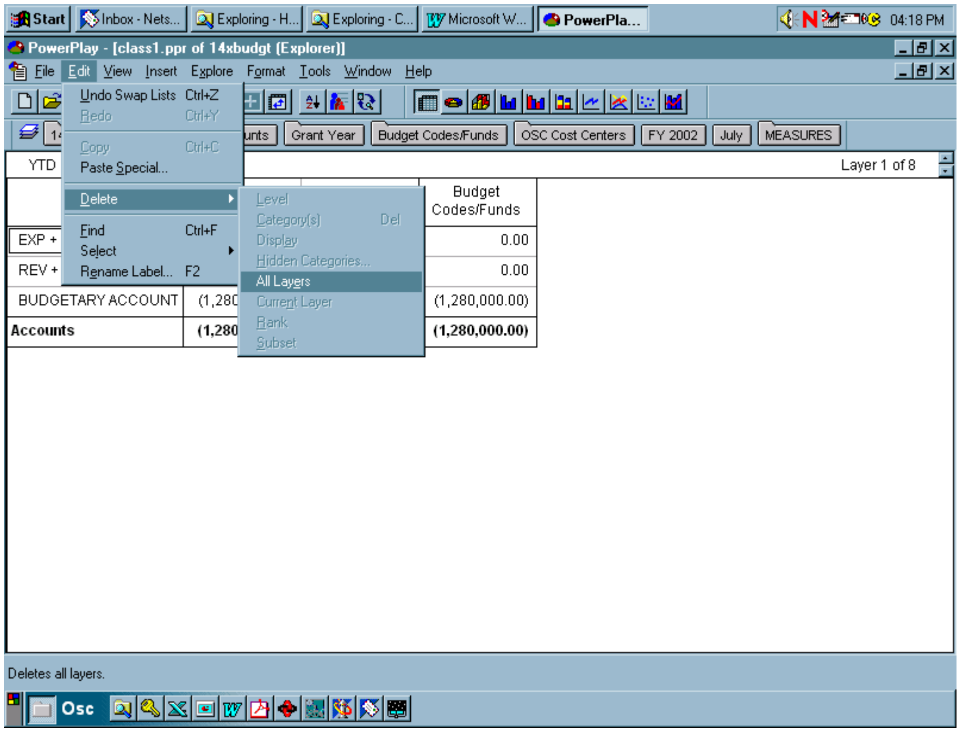
Your manager then decides the earlier version of the report is better. You need to exit Explorer without saving the changes.

Walkthrough Objectives:

❒ Remove the report layers.

❒ Exit.

NOTES

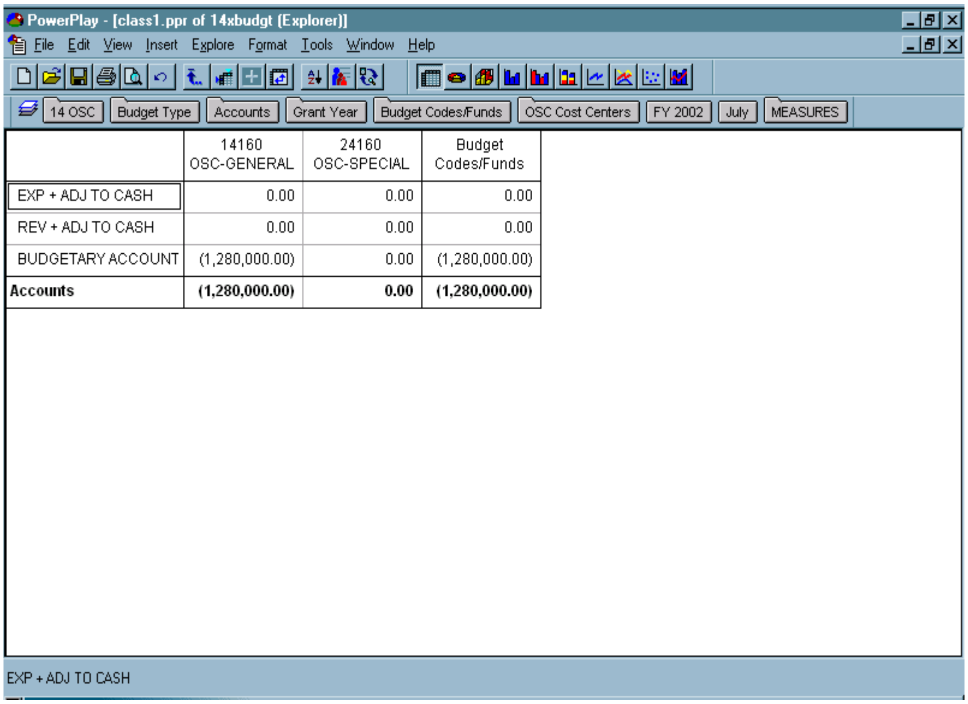


To remove layers:

1. Click on **Edit** on the menu bar.
2. Position the cursor over **Delete** from the drop-down menu.
3. Click on **All Layers** from the drop-down menu.

NOTES

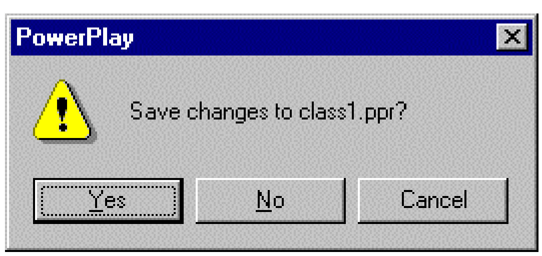
The DSS displays the report with no layers.



- Layers can be deleted by clicking on a layer label and pressing the Delete key.
- Layers can also be deleted by clicking on the layer, right clicking the mouse and clicking on **Delete All Layers**.

To close the report:

4. Click on the **upper right** ☒.

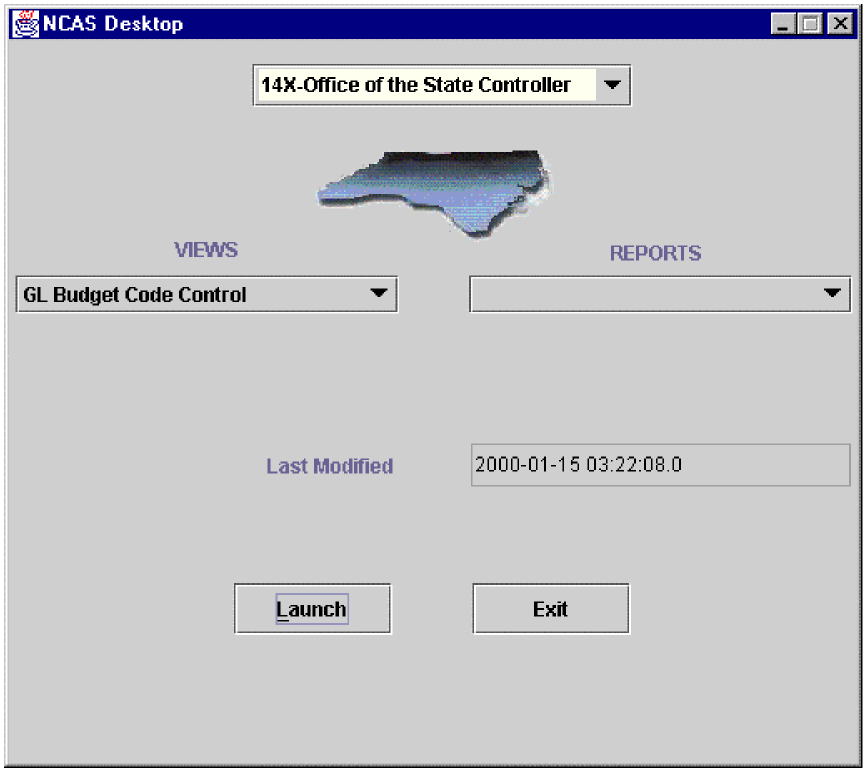


5. Click on **No** in the *PowerPlay* dialog window.

The report was saved before you removed the layers. By exiting out of Explorer without saving the changes, the previous version of the report is still saved.

NOTES

The DSS closes the report and displays the Agency Management Analysis Select menu.



The following activity is designed to provide practice adding layers to a DSS report. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

ACTIVITY: Adding Layers

SCENARIO

You are a manager at *your agency* and want to review last month's expenditures for the budget codes and budget funds for which you are responsible.

Use the Budget Code Control Report to view the data on expenditures. Add the BUDGET CODES/FUNDS as layers, scroll through the layers, and drill down to view at least one detailed budget fund. Drill down on rows to view at least one expenditure account.

After reviewing a detailed expenditure account, exit the DSS.

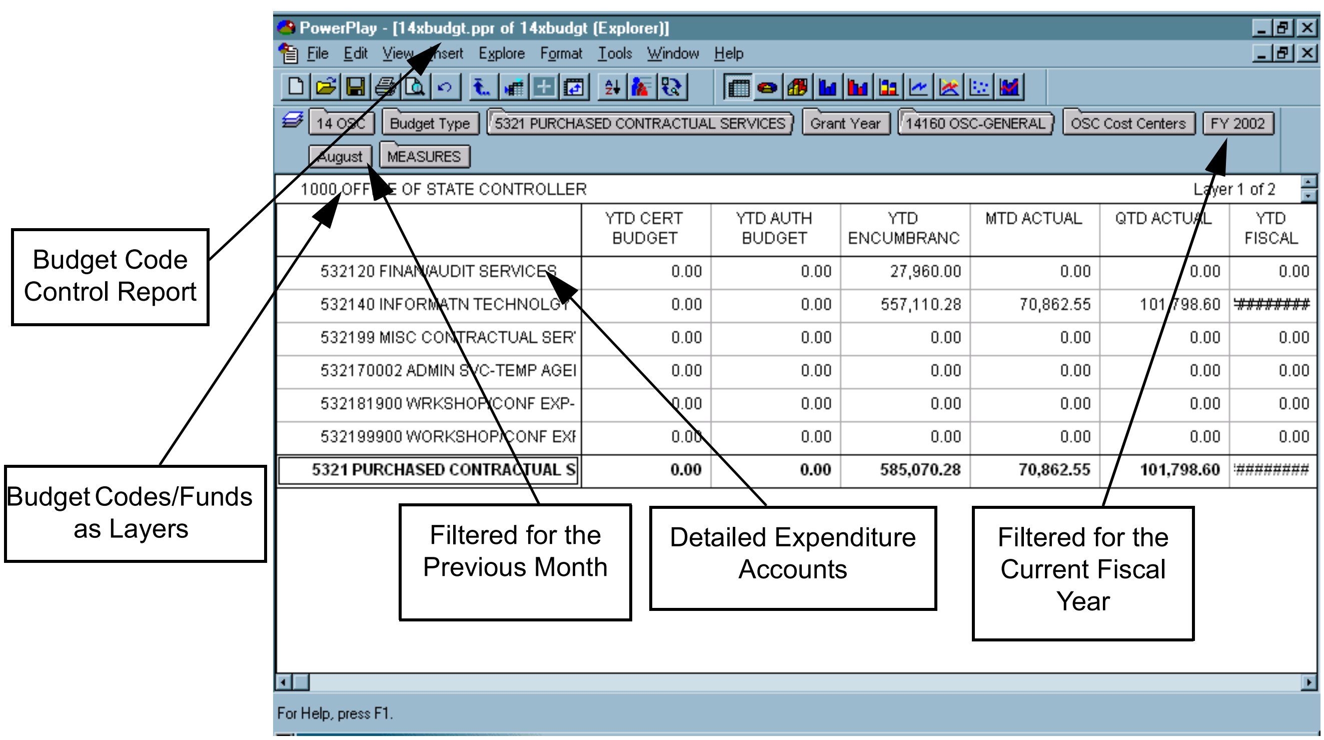
Activity Objectives:

NOTES

- ❒ Open the Budget Code Control Report.
- ❒ Filter for the current Fiscal Year.
- ❒ Filter for a prior month.
- ❒ Add the BUDGET CODES/FUNDS as layers.
- ❒ Drill down to view at least one detailed budget fund.
- ❒ Drill down on rows to view at least one expenditure account.

For assistance with this activity, refer to the *Steps for Completing the Activity on Adding Layers* and the *Sample Solution* on the following pages or ask the instructors for help.

Sample Solution for the Activity on Adding Layers



NOTES

Steps for Completing the Activity on Adding Layers

To open your agency's GL Budget Code Control report from the Agency Management Analysis Select menu:

1. Click on the **down arrow** beside *Please Pick an Agency Below* to get a list of agencies available to you.
2. Click on the **scroll bar** until your agency is visible.
3. Click on **your agency** from the *Please Pick an Agency Below* drop down menu.
4. Click on the **down arrow** of the VIEWS list box to display a drop down list of available Explorer reports.
5. Click on **GL Budget Code Control** to select it from the EXPLORER reports list box.
6. Click on the **Launch** button.

To select the database:

7. Click on the **OK** button.
8. Select the **YOUR AGENCY XBUDGT.mdc** cube (database) from the list of file names in the *Choose a Local Cube* window.
9. Click on the **OK** button.

To resize the dimension line (if necessary):

10. Position the cursor on the edge of the dimension line until a double-headed arrow appears.
11. Click and drag the dimension line until it has doubled in size.

To filter dimension for month and year:

12. Position the cursor over **Fiscal Year** on the dimension line to open the dimension list.
13. Click on the **current fiscal year**.
14. Position the cursor over **Fiscal Period** on the dimension line to open the dimension list.
15. Click on a **prior month**.

To add BUDGET CODES/FUNDS as layers:

NOTES

16. Click and hold on **BUDGET CODES/FUNDS** on the dimension line and drag it to the layer target.

To scroll up and down through the budget codes:

17. Scroll through the layers by clicking on the up and down arrows.

To drill down on a budget code to the fund level:

18. Double click on the layer label for a budget code that you want to review.

To scroll up and down through the funds:

19. Scroll through the layers by clicking on the up and down arrows.

To drill down on an account:

20. Double click on row labels until the desired 6-digit account appears.

To exit the DSS report:

21. Click on the **upper right** .

22. Click on **No** in the *PowerPlay* dialog window.

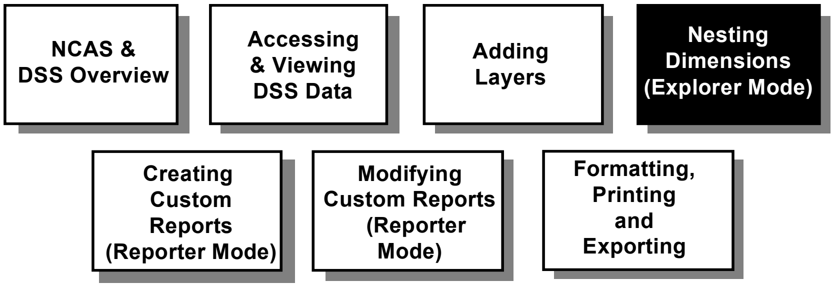
NOTES

SUMMARY

This section of the handbook introduced the concept of layers. The walk-throughs demonstrated the DSS tools and techniques for adding layers to data presentations and drilling down through layers. You learned to:

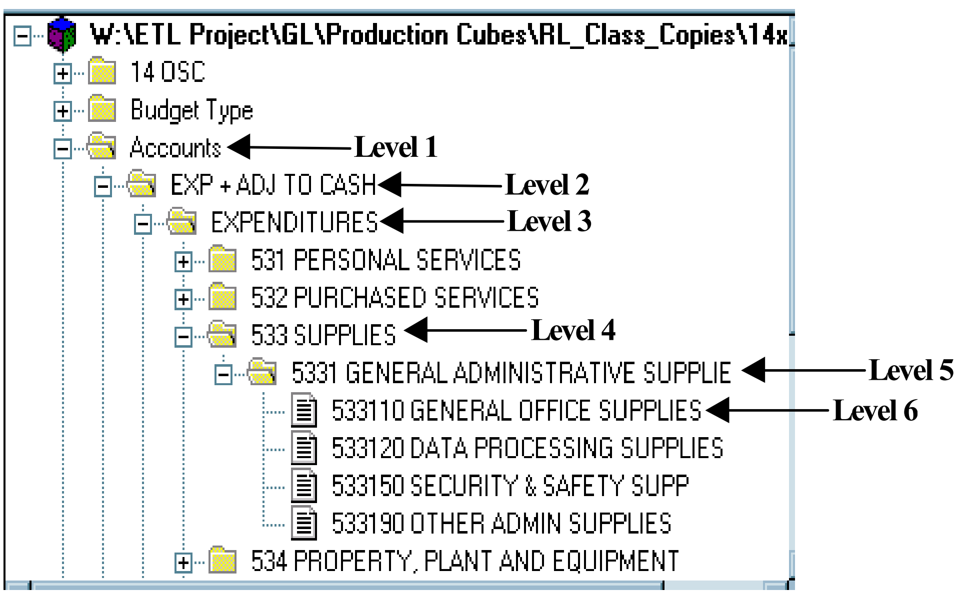
- Add layers containing data for that month, year, budget code, cost center, or other layer dimension.
- Go to a different layer by scrolling or using the *Go to Layer* dialog box.
- Drill down on a layer by double clicking on the layer label.
- Drill up on layers by double clicking on the summary layer label.
- Swap rows, columns, and layers by using the Explore command on the menu bar.
- Save customized DSS reports.
- Remove layers by using the Edit/Delete command on the menu bar.

Nesting Dimensions (Explorer Mode)



Nesting

DSS dimensions have many levels. For example, the ACCOUNT dimension contains six levels.



Nesting allows you to add additional levels of information to a report to give the report various perspectives. These nested levels can be either:

- Multiple levels of one dimension
- Levels from various dimensions

Nesting the Same Dimension

In Explorer, multiple levels of the same dimension will be nested so the child categories appear directly below the parent categories.

NOTES

WALKTHROUGH: Nesting Multiple Levels of the Same Dimension as Rows

SCENARIO

Your manager at the OSC wants to view the GL Budget Code Control Report down to the detail account but with summary levels for each parent/child account relationship. The data will be filtered for the month of July, the fiscal year 2002 and budget code 14160.

Walkthrough Objectives:

❒ Open the Budget Code Control Report.

❒ Filter for the month of July.

❒ Filter for Fiscal Year 2002.

❒ Filter for Budget Code 14160.

❒ Nest five levels of accounts.

To open the GL Budget Code Control Report:

1. Click on the down arrow beside **PLEASE PICK AN AGENCY BELOW** to get a list of agencies available to you.
2. Click on the scroll bar until **14X-Office of the State Controller** is visible.
3. Click on **14X-Office of the State Controller** from the DROP-DOWN MENU.
4. Click on the **down arrow** of the VIEWS list box to display a drop-down list of available Explorer reports.
5. Click on **GL Budget Code Control** to select it from the EXPLORER REPORTS list box.
6. Click on the **Launch** button.

To select the database:

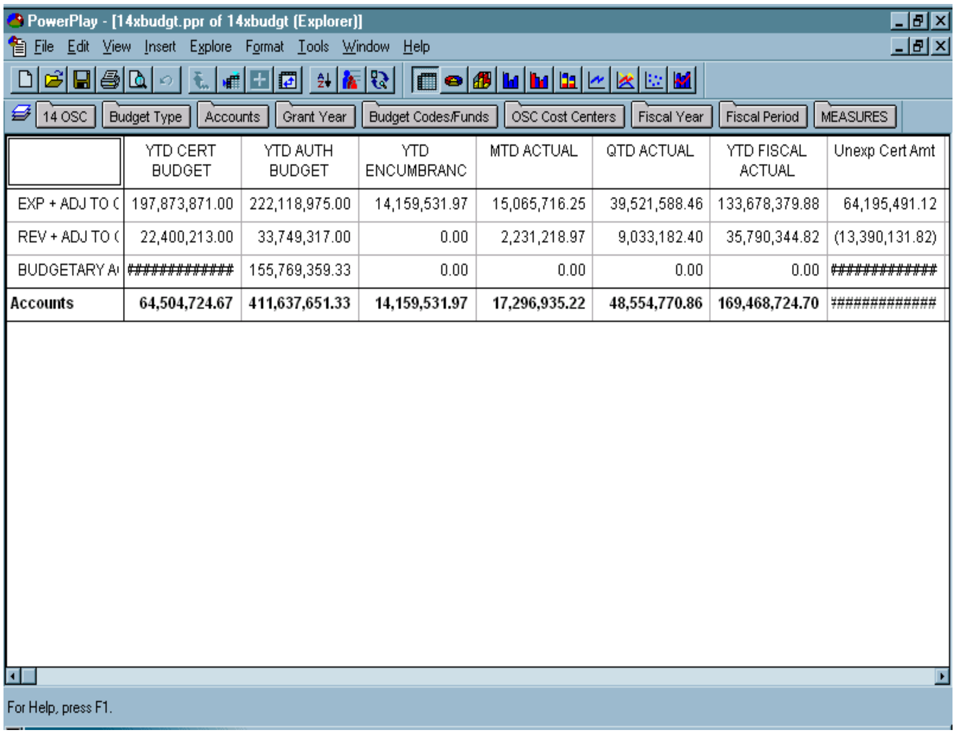
7. Click on the **OK** button.
8. Select the **14xbudgt.mdc** cube (database) from the list of file names in the *Choose a Local Cube* window.
9. Click on the **OK** button.

To resize the dimension line:

NOTES

10. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

11. Click and drag the dimension line until it is doubled in size.



To filter for the month of July:

12. Position the cursor over **Fiscal Period** on the dimension line.

13. Click on **July** from the dimension list.

To filter for the fiscal year 2002:

14. Position the cursor over **Fiscal Year** on the dimension line.

15. Click on **2002** from the dimension list.

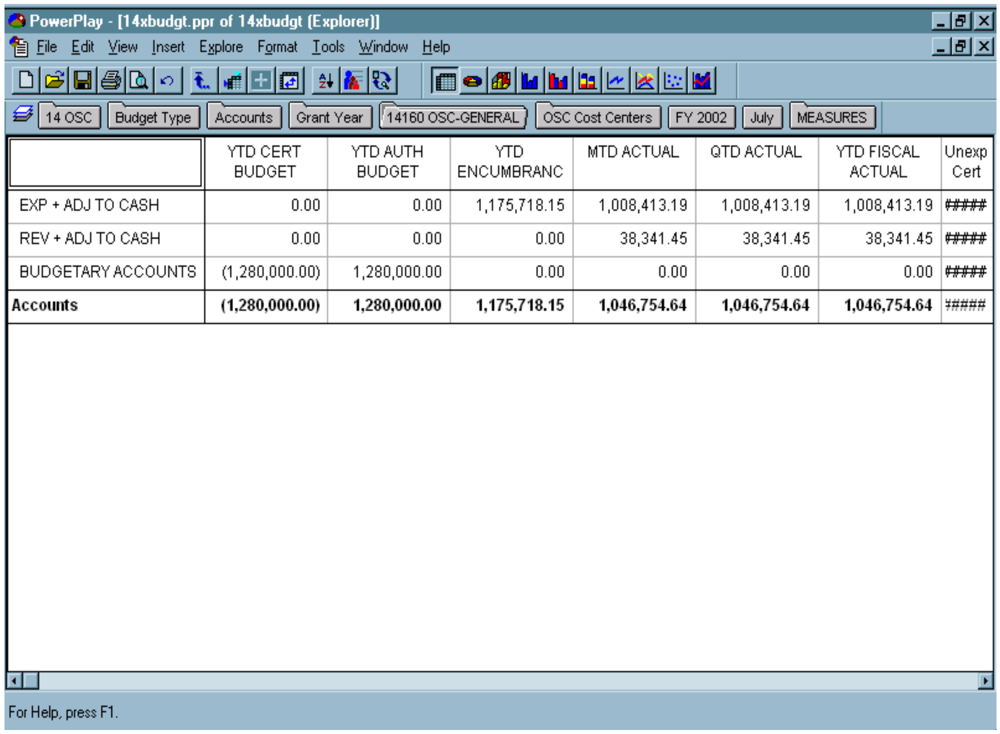
To filter for the budget code 14160:

16. Position the cursor over **Budget Codes/Funds** on the dimension line.

17. Click on **14160 OSC-GENERAL** from the dimension list.

NOTES

The DSS displays the Budget Code Control Report. It displays it filtered for the month of July, the fiscal year 2002, and the budget code 14160.



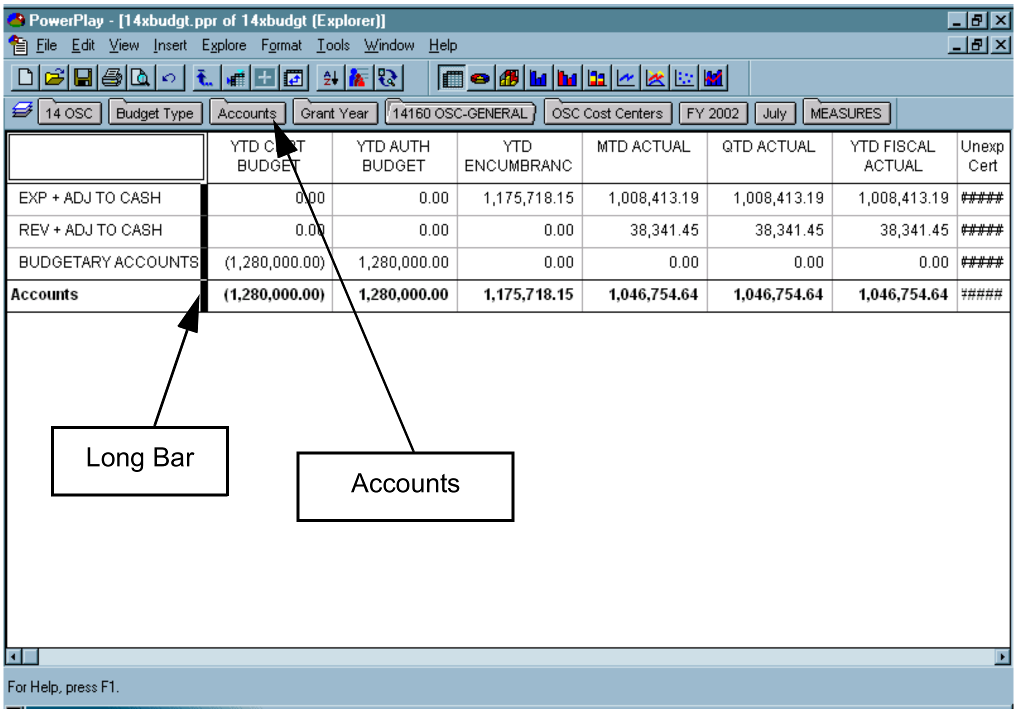
	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert
EXP + ADJ TO CASH	0.00	0.00	1,175,718.15	1,008,413.19	1,008,413.19	1,008,413.19	#####
REV + ADJ TO CASH	0.00	0.00	0.00	38,341.45	38,341.45	38,341.45	#####
BUDGETARY ACCOUNTS	(1,280,000.00)	1,280,000.00	0.00	0.00	0.00	0.00	#####
Accounts	**(1,280,000.00)**	**1,280,000.00**	**1,175,718.15**	**1,046,754.64**	**1,046,754.64**	**1,046,754.64**	#####

To add a nested account:

18. Click the left mouse button and hold on **Accounts** on the dimension line.

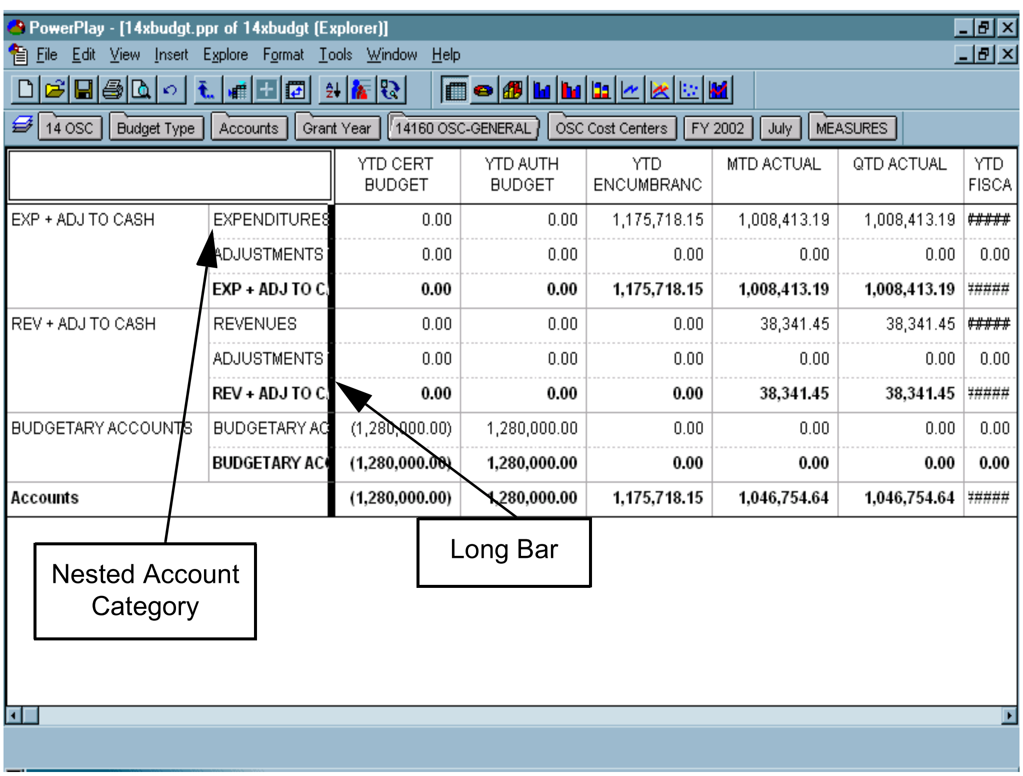
19. Drag **Accounts** to the right of the row labels. A long dark bar appears where the nesting will occur. Release the mouse button.

NOTES



Nesting can also be accomplished by using the Dimension Viewer.

The DSS nests accounts with the parent category above the child category.



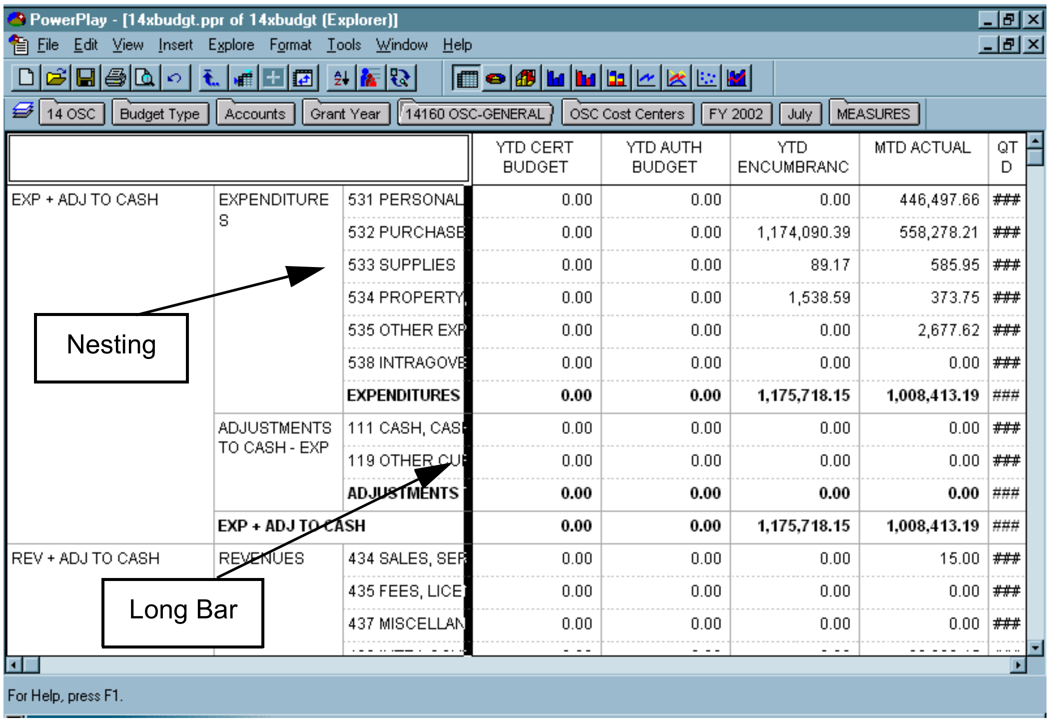
NOTES

To add another level of nested accounts:

20. Click and hold on **Accounts** on the dimension line.

21. Drag **Accounts** to the right of the new row labels. A long bar appears where the nesting will occur. Release the mouse button.

The DSS nests accounts to three levels.



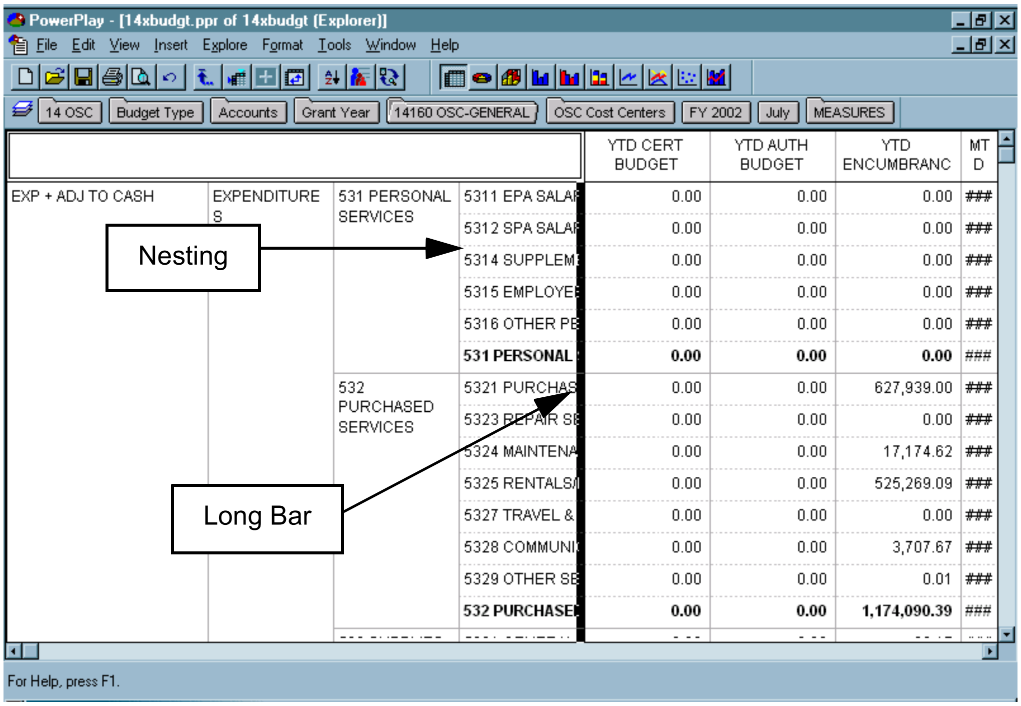
To add another level of nested accounts:

22. Click and hold on **Accounts** on the dimension line.

23. Drag **Accounts** to the right of the new row labels. A long bar appears where the nesting will occur. Release the mouse button.

NOTES

The DSS nests accounts to four levels.



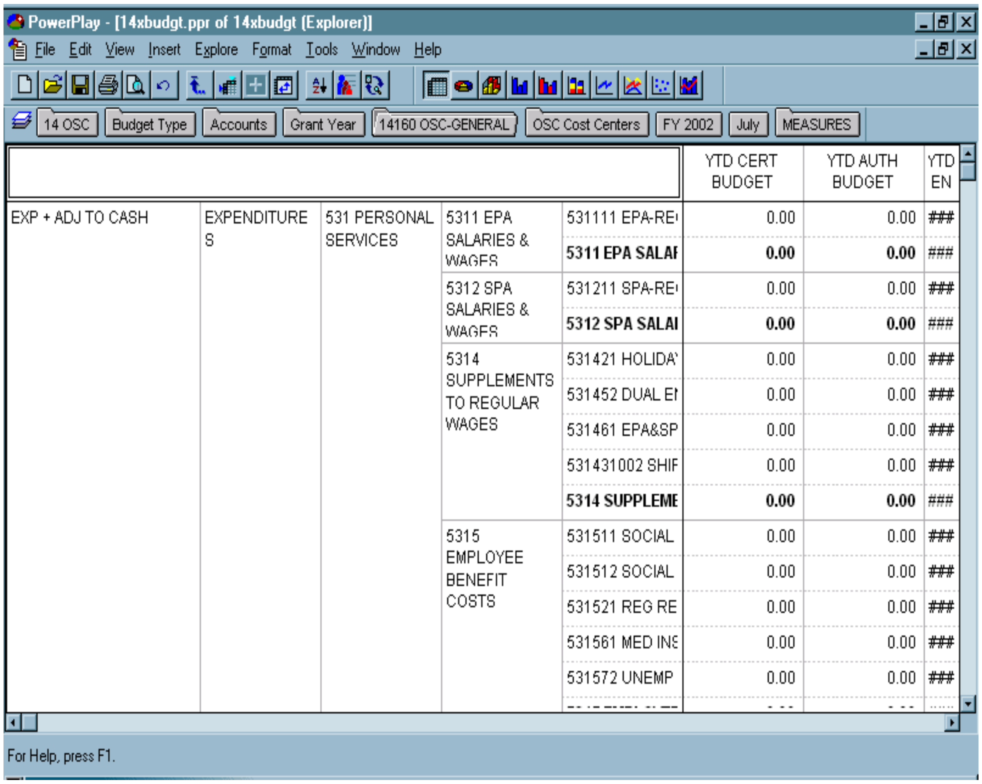
To add the detail level of nested accounts:

24. Click and hold on **Accounts** on the dimension line.

25. Drag **Accounts** to the right of the new row labels. A long bar appears where the nesting will occur. Release the mouse button.

NOTES

The DSS nests accounts to five levels. You have now nested account to the detail account level.



WALKTHROUGH: Removing a Nested Row and Drilling Down on a Nested Row

> ***SCENARIO***
>
> Your manager at the OSC still wants to see detailed accounts but wants one less level of nesting.

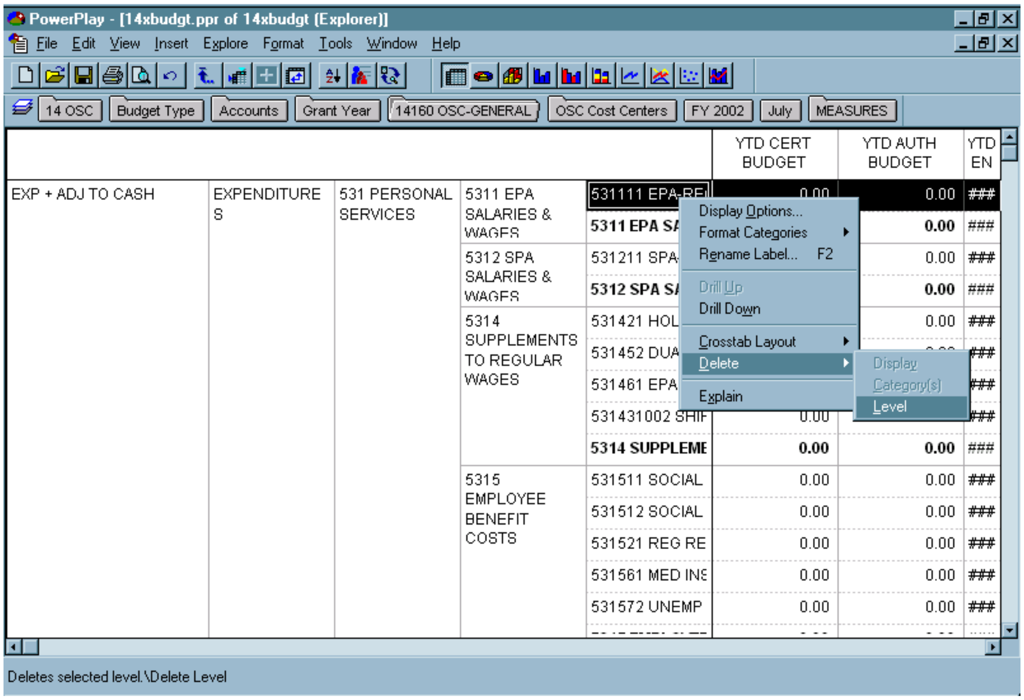
Walkthrough Objectives:

- ❒ Delete a nested level.
- ❒ Drill down on a nested account to the detail level.

To delete a nested level:

1. Click on a **detail account** to select it.
2. Right click the mouse. A pop-up menu appears.

NOTES



3. Position the cursor over **Delete**.

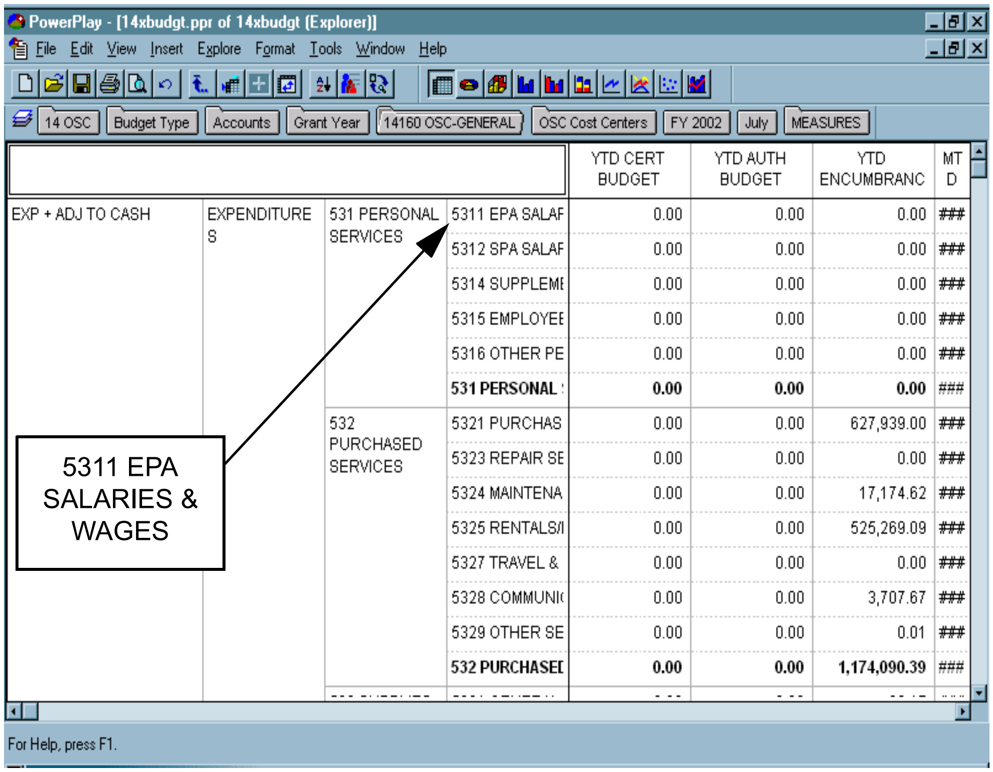
4. Click on **Level**.

In Explorer, the nested child category must be deleted for the nested parent category to be deleted.

From the menu bar, click on **Edit**, place the cursor over **Delete**, and then click **Level**.

NOTES

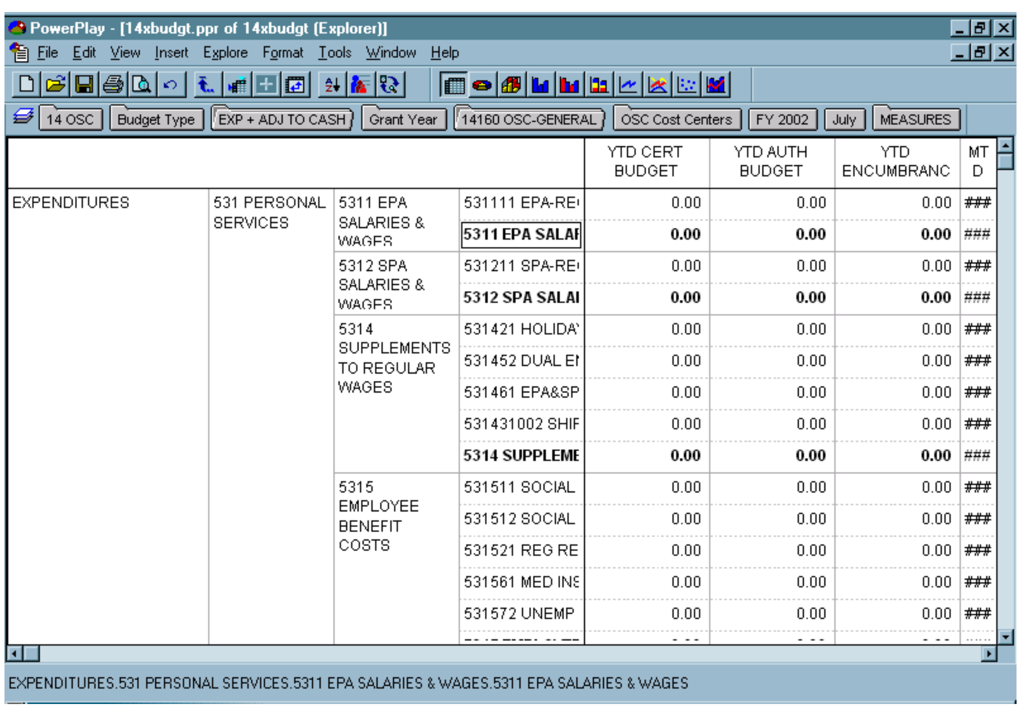
The DSS deletes a level of nesting.



				YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MT D
EXP + ADJ TO CASH	EXPENDITURE S	531 PERSONAL SERVICES	5311 EPA SALAF	0.00	0.00	0.00	###
			5312 SPA SALAF	0.00	0.00	0.00	###
			5314 SUPPLEMI	0.00	0.00	0.00	###
			5315 EMPLOYEE	0.00	0.00	0.00	###
			5316 OTHER PE	0.00	0.00	0.00	###
			531 PERSONAL	**0.00**	**0.00**	**0.00**	###
		532 PURCHASED SERVICES	5321 PURCHAS	0.00	0.00	627,939.00	###
			5323 REPAIR SE	0.00	0.00	0.00	###
			5324 MAINTENA	0.00	0.00	17,174.62	###
			5325 RENTALS/I	0.00	0.00	525,269.09	###
			5327 TRAVEL &	0.00	0.00	0.00	###
			5328 COMMUNI(	0.00	0.00	3,707.67	###
			5329 OTHER SE	0.00	0.00	0.01	###
			532 PURCHASEI	**0.00**	**0.00**	**1,174,090.39**	###

To drill down on a nested row:

5. Double click on the row label **5311 EPA SALARIES & WAGES.**



				YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MT D
EXPENDITURES	531 PERSONAL SERVICES	5311 EPA SALARIES & WAGES	531111 EPA-RE	0.00	0.00	0.00	###
			5311 EPA SALAF	**0.00**	**0.00**	**0.00**	###
		5312 SPA SALARIES & WAGES	531211 SPA-RE	0.00	0.00	0.00	###
			5312 SPA SALAI	**0.00**	**0.00**	**0.00**	###
		5314 SUPPLEMENTS TO REGULAR WAGES	531421 HOLIDA	0.00	0.00	0.00	###
			531452 DUAL EI	0.00	0.00	0.00	###
			531461 EPA&SP	0.00	0.00	0.00	###
			531431002 SHIF	0.00	0.00	0.00	###
			5314 SUPPLEME	**0.00**	**0.00**	**0.00**	###
		5315 EMPLOYEE BENEFIT COSTS	531511 SOCIAL	0.00	0.00	0.00	###
			531512 SOCIAL	0.00	0.00	0.00	###
			531521 REG RE	0.00	0.00	0.00	###
			531561 MED INS	0.00	0.00	0.00	###
			531572 UNEMP	0.00	0.00	0.00	###

In Explorer when a nested child category is drilled down or up, the related parent category is also affected.

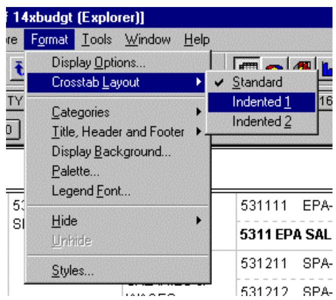
NOTES

WALKTHROUGH: Formatting Nesting

SCENARIO
Your manager at the OSC likes the levels of account detail but would like to format the nesting to minimize the report area.

Walkthrough Objective:

❒ Format the crosstab layout.



To format the nesting:

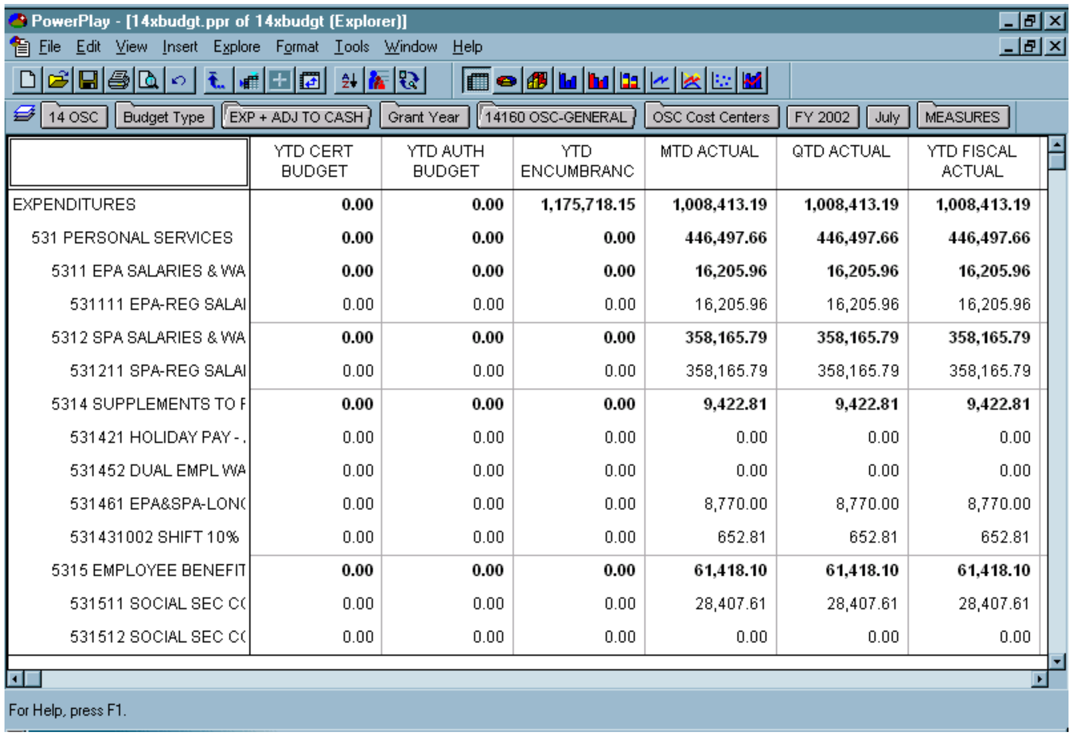
1. Click on **Format** on the menu bar.

2. Position the cursor over **Crosstab Layout** from the drop down menu.

3. Click on **Indented 1**.

NOTES

The DSS displays the crosstab reformatted.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL
EXPENDITURES	0.00	0.00	1,175,718.15	1,008,413.19	1,008,413.19	1,008,413.19
531 PERSONAL SERVICES	0.00	0.00	0.00	446,497.66	446,497.66	446,497.66
5311 EPA SALARIES & WA	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
531111 EPA-REG SALAI	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
5312 SPA SALARIES & WA	0.00	0.00	0.00	358,165.79	358,165.79	358,165.79
531211 SPA-REG SALAI	0.00	0.00	0.00	358,165.79	358,165.79	358,165.79
5314 SUPPLEMENTS TO F	0.00	0.00	0.00	9,422.81	9,422.81	9,422.81
531421 HOLIDAY PAY - .	0.00	0.00	0.00	0.00	0.00	0.00
531452 DUAL EMPL WA	0.00	0.00	0.00	0.00	0.00	0.00
531461 EPA&SPA-LON(	0.00	0.00	0.00	8,770.00	8,770.00	8,770.00
531431002 SHIFT 10%	0.00	0.00	0.00	652.81	652.81	652.81
5315 EMPLOYEE BENEFIT	0.00	0.00	0.00	61,418.10	61,418.10	61,418.10
531511 SOCIAL SEC C(	0.00	0.00	0.00	28,407.61	28,407.61	28,407.61
531512 SOCIAL SEC C(	0.00	0.00	0.00	0.00	0.00	0.00

Right click the mouse. A pop-up menu appears. Click on **Crosstab Layout** and then click on **Indented 1**.

Nesting Different Dimensions

In some situations, nesting a different dimension is a useful addition to a report.

WALKTHROUGH: Nesting Different Dimensions as Columns and Drilling Up on a Nested Column

SCENARIO
Your manager at the OSC wants to add nested months to the columns of this report.

Walkthrough Objectives:

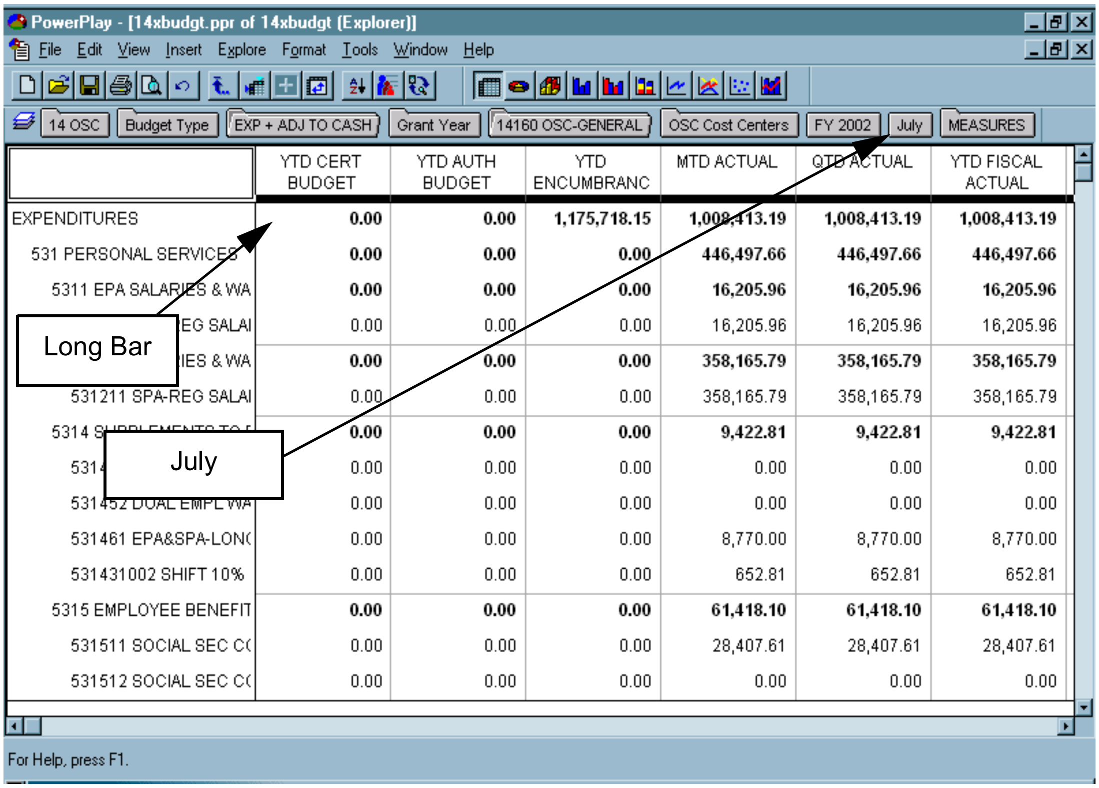
- ❒ Nest months as columns.
- ❒ Drill up one level to all months.

To add a nested column:

NOTES

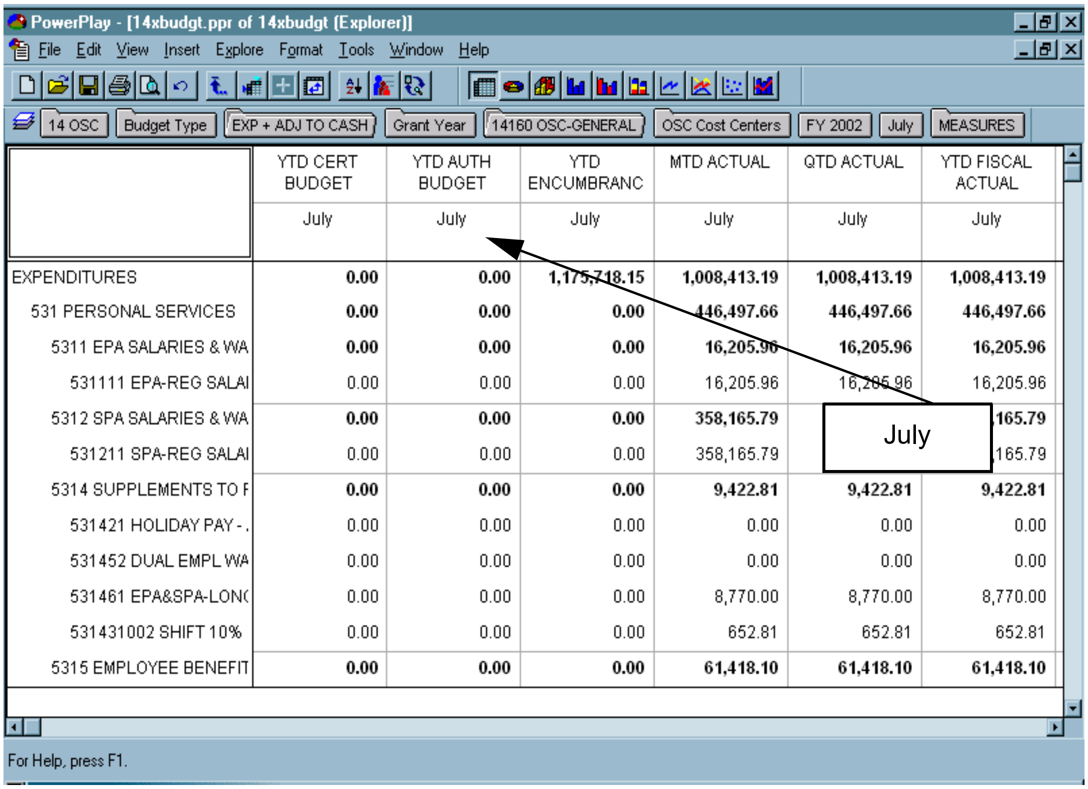
1. Click and hold on **July** on the dimension line.

2. Drag **July** to the bottom of the column labels. A long bar will appear where the nesting will occur.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL
EXPENDITURES	0.00	0.00	1,175,718.15	1,008,413.19	1,008,413.19	1,008,413.19
531 PERSONAL SERVICES	0.00	0.00	0.00	446,497.66	446,497.66	446,497.66
5311 EPA SALARIES & WA	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
EG SALAI	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
IES & WA	0.00	0.00	0.00	358,165.79	358,165.79	358,165.79
531211 SPA-REG SALAI	0.00	0.00	0.00	358,165.79	358,165.79	358,165.79
5314 S	0.00	0.00	0.00	9,422.81	9,422.81	9,422.81
531	0.00	0.00	0.00	0.00	0.00	0.00
531452 DUAL EMPL WA	0.00	0.00	0.00	0.00	0.00	0.00
531461 EPA&SPA-LON(	0.00	0.00	0.00	8,770.00	8,770.00	8,770.00
531431002 SHIFT 10%	0.00	0.00	0.00	652.81	652.81	652.81
5315 EMPLOYEE BENEFIT	0.00	0.00	0.00	61,418.10	61,418.10	61,418.10
531511 SOCIAL SEC C(	0.00	0.00	0.00	28,407.61	28,407.61	28,407.61
531512 SOCIAL SEC C(	0.00	0.00	0.00	0.00	0.00	0.00

The DSS nests the month of July. You now need to drill up on July to display all months.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL
	July	July	July	July	July	July
EXPENDITURES	0.00	0.00	1,175,718.15	1,008,413.19	1,008,413.19	1,008,413.19
531 PERSONAL SERVICES	0.00	0.00	0.00	446,497.66	446,497.66	446,497.66
5311 EPA SALARIES & WA	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
531111 EPA-REG SALAI	0.00	0.00	0.00	16,205.96	16,205.96	16,205.96
5312 SPA SALARIES & WA	0.00	0.00	0.00	358,165.79		,165.79
531211 SPA-REG SALAI	0.00	0.00	0.00	358,165.79		165.79
5314 SUPPLEMENTS TO F	0.00	0.00	0.00	9,422.81	9,422.81	9,422.81
531421 HOLIDAY PAY - .	0.00	0.00	0.00	0.00	0.00	0.00
531452 DUAL EMPL WA	0.00	0.00	0.00	0.00	0.00	0.00
531461 EPA&SPA-LON(	0.00	0.00	0.00	8,770.00	8,770.00	8,770.00
531431002 SHIFT 10%	0.00	0.00	0.00	652.81	652.81	652.81
5315 EMPLOYEE BENEFIT	0.00	0.00	0.00	61,418.10	61,418.10	61,418.10

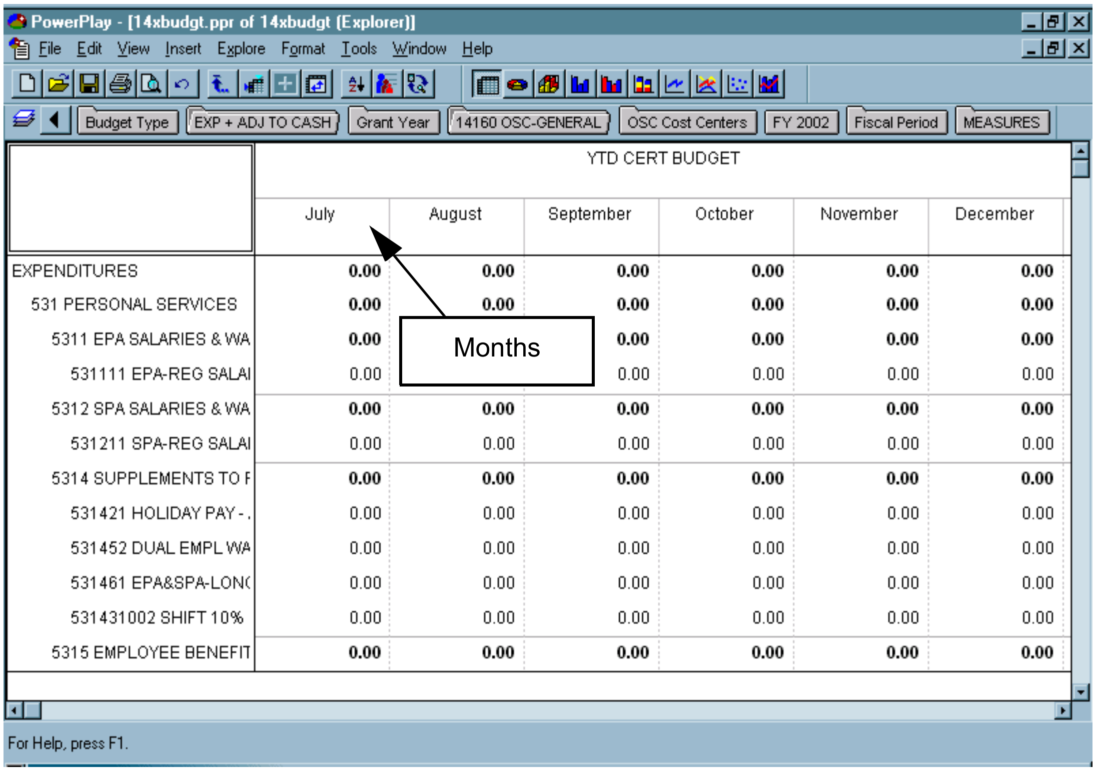
If a dimension is filtered when it is nested, it will nest at the filtered level.

To drill up on the nested column:

3. Double click on a column labeled **July** to drill up on this nested column. Notice that the plus sign with an arrow in it appears when the cursor is placed over the column label.

   The DSS displays the months nested under the MEASURES columns.

NOTES



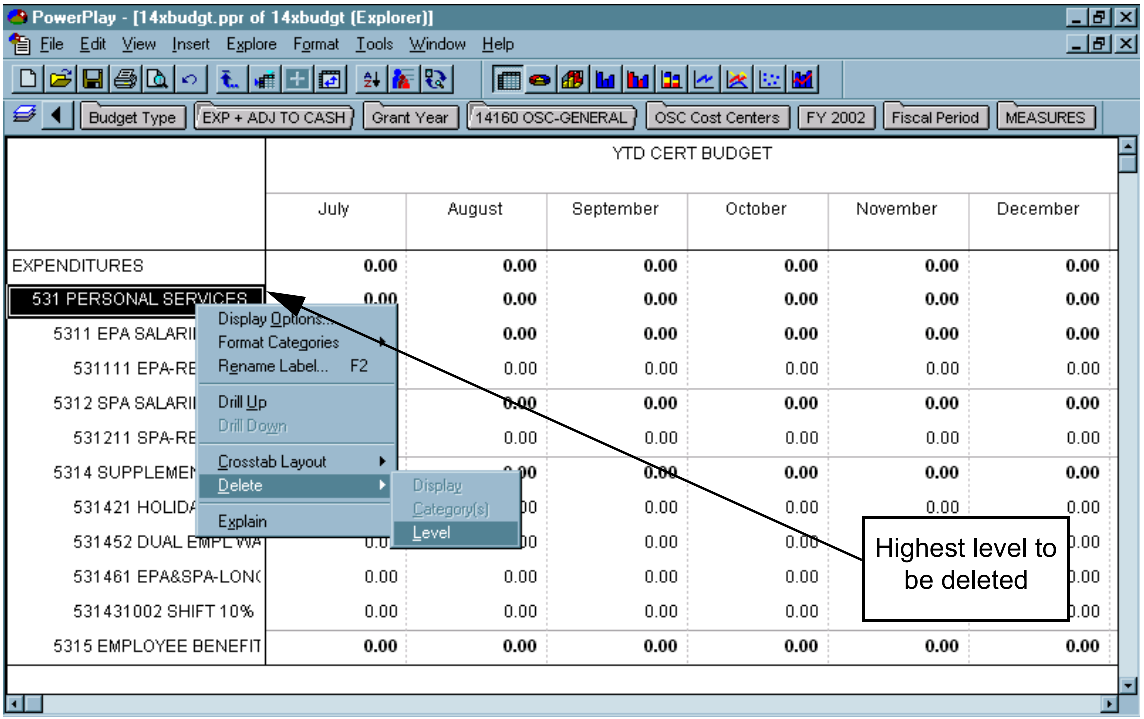
WALKTHROUGH: Deleting Levels of Nesting

SCENARIO

Your manager at the OSC wants only one level of expenditure accounts to the three-digit account displayed.

Walkthrough Objectives:

- ❒ Delete three levels of nesting.
- ❒ Drill down to the three-digit expenditure account level.
- ❒ Format crosstab as Standard.



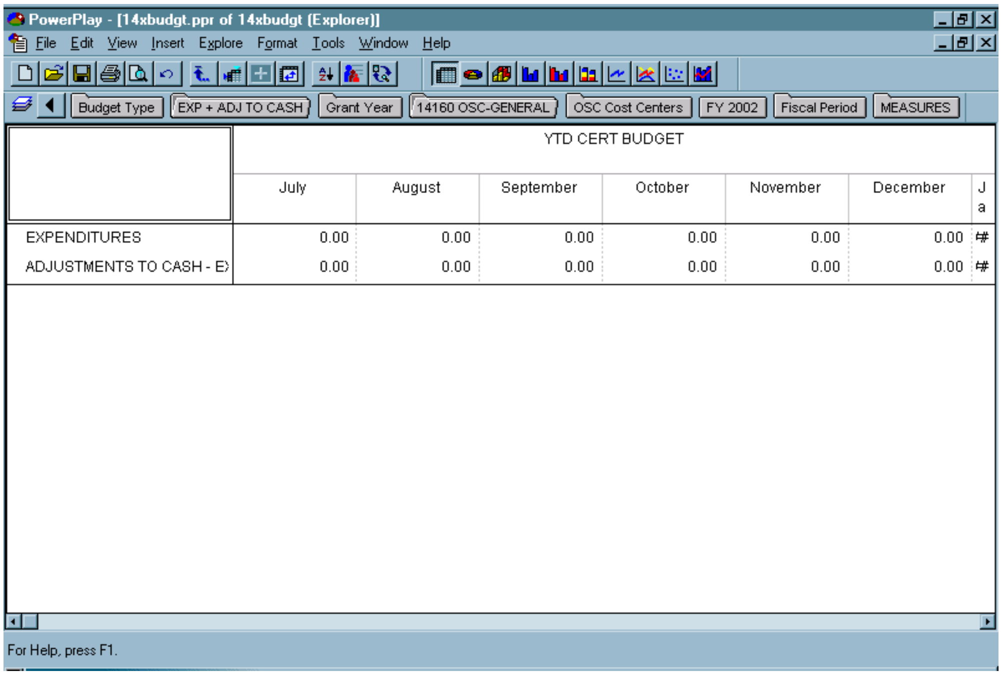
To delete multiple levels of nesting:

1. Click on a row label of the highest nesting to be deleted to select the nested level.
2. Right click the mouse. A pop-up menu appears.
3. Position the cursor over **Delete**.
4. Click on **Level**.

NOTES

To delete multiple levels of nesting in Explorer in one procedure, choose the highest level to be deleted.

The DSS removes three levels of nesting at once.

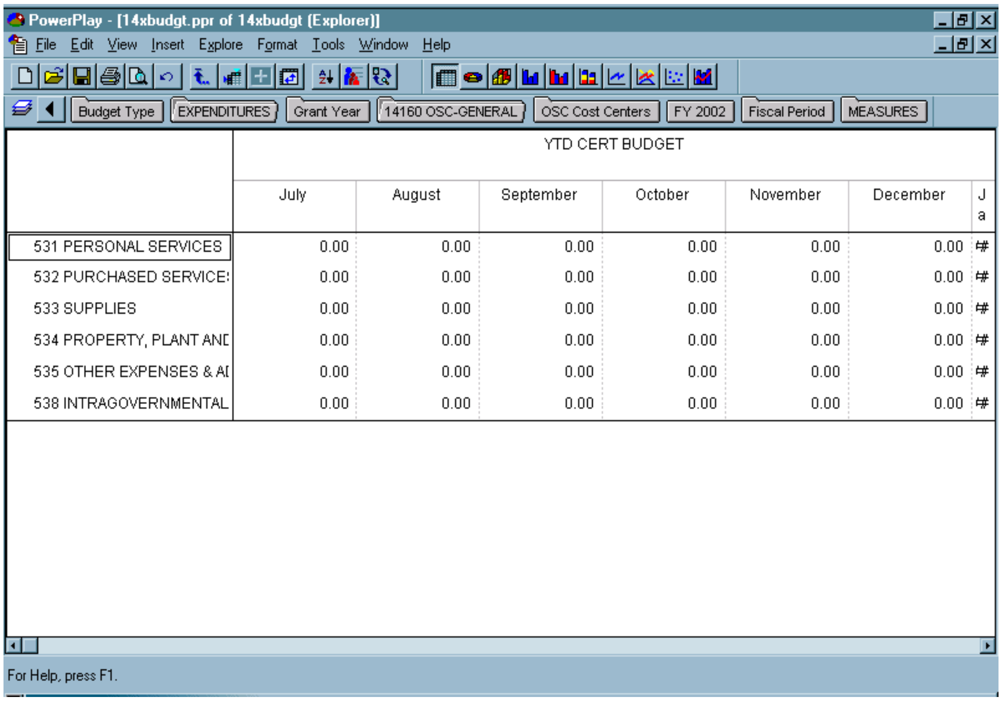


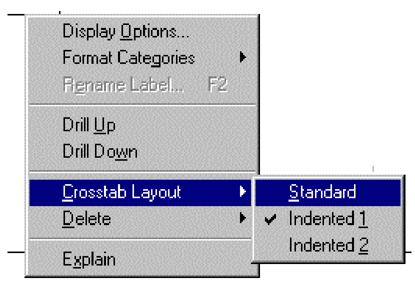
Drill down on rows to the three-digit account level:

5. Double click on **EXPENDITURES**.

   The DSS displays the three-digit accounts.

NOTES





To change layout to standard:

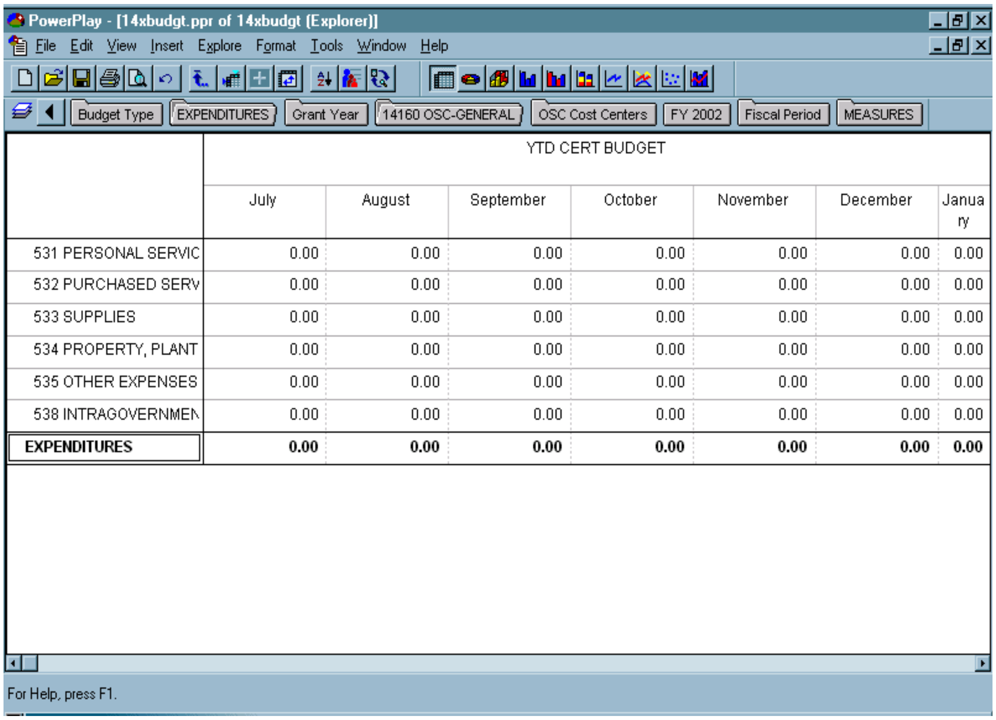
6. Right click the mouse. A pop-up menu will appear.

7. Position the cursor over **Crosstab Layout**.

8. Click on **Standard**.

The DSS changes the crosstab layout to standard.

NOTES



	YTD CERT BUDGET						
	July	August	September	October	November	December	January
531 PERSONAL SERVIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
532 PURCHASED SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 PROPERTY, PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
538 INTRAGOVERNMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

WALKTHROUGH: Drilling Down on a Nested Column and Swapping Nested Levels

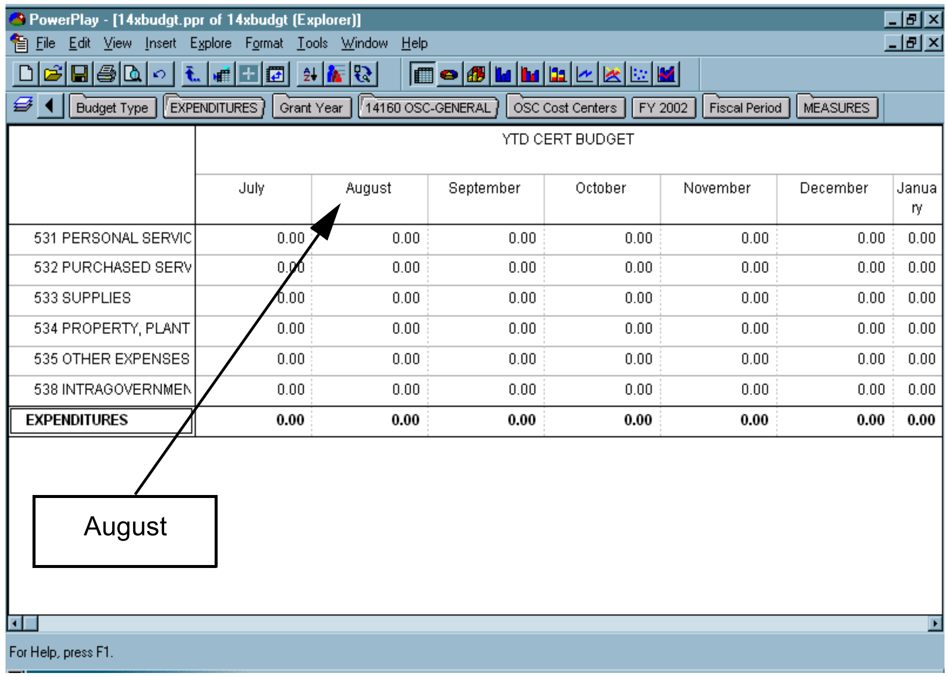
SCENARIO

Your manager wants a new version with **MEASURES** nested beneath the month of August.

Walkthrough Objectives:

- ❒ Drill down to the month of August.
- ❒ Swap the column nesting.

NOTES

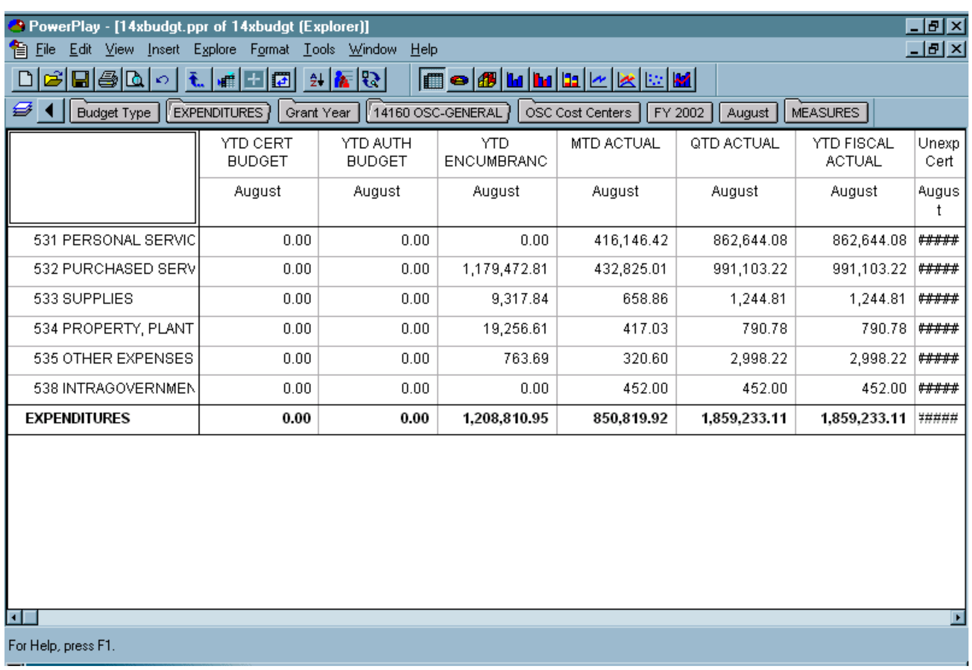


	YTD CERT BUDGET						
	July	August	September	October	November	December	January
531 PERSONAL SERVIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
532 PURCHASED SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 PROPERTY, PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
538 INTRAGOVERNMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

To drill down on the nested column of August:

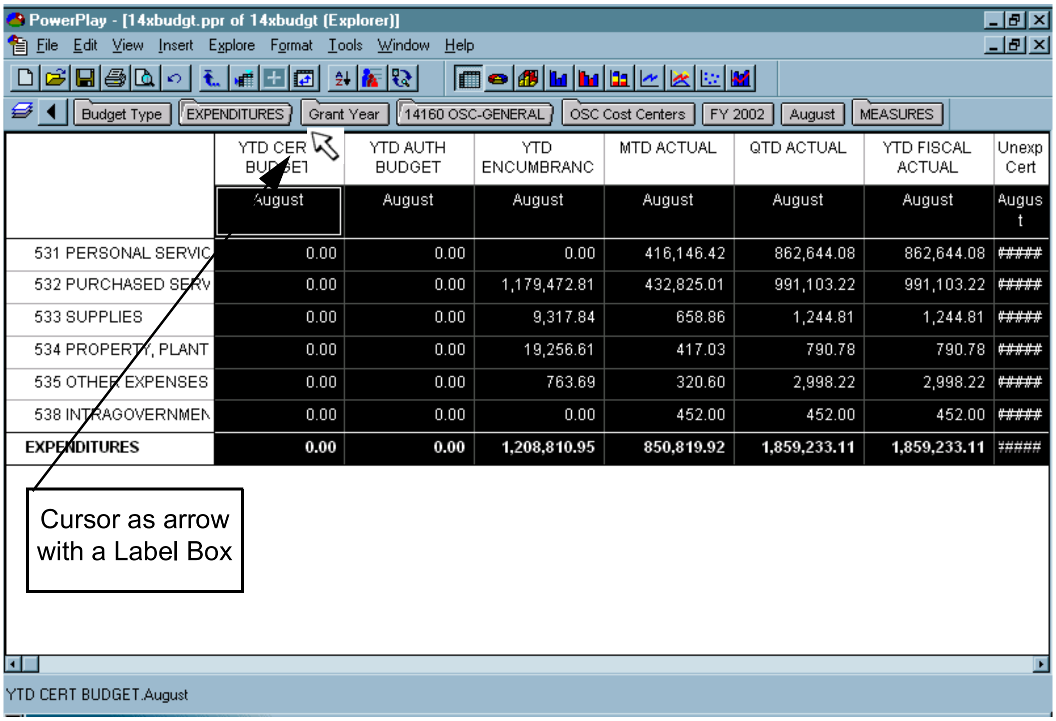
5. Double click on **August**.

The DSS displays data only for the month of August.



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert
	August	August	August	August	August	August	August
531 PERSONAL SERVIC	0.00	0.00	0.00	416,146.42	862,644.08	862,644.08	#####
532 PURCHASED SERV	0.00	0.00	1,179,472.81	432,825.01	991,103.22	991,103.22	#####
533 SUPPLIES	0.00	0.00	9,317.84	658.86	1,244.81	1,244.81	#####
534 PROPERTY, PLANT	0.00	0.00	19,256.61	417.03	790.78	790.78	#####
535 OTHER EXPENSES	0.00	0.00	763.69	320.60	2,998.22	2,998.22	#####
538 INTRAGOVERNMEN	0.00	0.00	0.00	452.00	452.00	452.00	#####
EXPENDITURES	**0.00**	**0.00**	**1,208,810.95**	**850,819.92**	**1,859,233.11**	**1,859,233.11**	#####

NOTES



To swap column nesting:

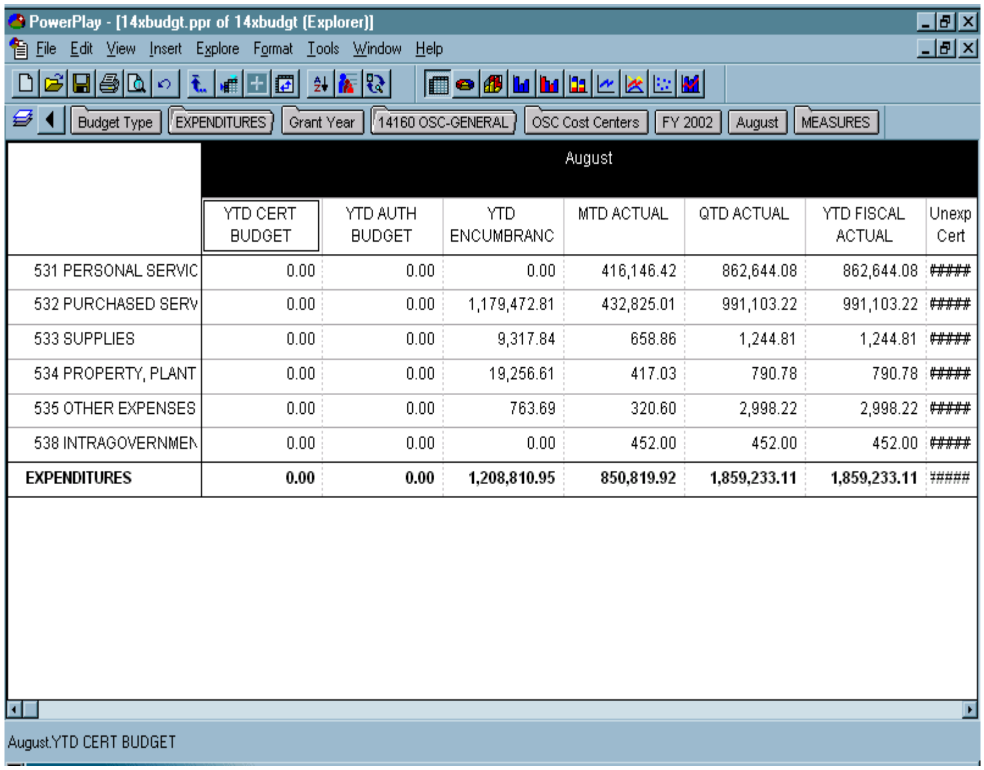
6. Click on the column label **August** to select it. Release the mouse button.

7. Click and hold on the column label **August**. The cursor appears as an arrow with a label box below it.

8. Move the cursor upwards and release it when it is directly on top of a MEASURES label.

NOTES

The DSS swaps the column nesting.



	August						
	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert
531 PERSONAL SERVIC	0.00	0.00	0.00	416,146.42	862,644.08	862,644.08	#####
532 PURCHASED SERV	0.00	0.00	1,179,472.81	432,825.01	991,103.22	991,103.22	#####
533 SUPPLIES	0.00	0.00	9,317.84	658.86	1,244.81	1,244.81	#####
534 PROPERTY, PLANT	0.00	0.00	19,256.61	417.03	790.78	790.78	#####
535 OTHER EXPENSES	0.00	0.00	763.69	320.60	2,998.22	2,998.22	#####
538 INTRAGOVERNMEN	0.00	0.00	0.00	452.00	452.00	452.00	#####
EXPENDITURES	**0.00**	**0.00**	**1,208,810.95**	**850,819.92**	**1,859,233.11**	**1,859,233.11**	#####

The following activity is designed to provide practice adding levels of nesting to a DSS Report in the Explorer mode. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

ACTIVITY: Nesting in Explorer Mode

SCENARIO

You are a manager at *your agency* and you want to review monthly expenditures to the three-digit level for your budget codes.

Use the *Budget Code Control Report* to view the data on expenditures. Add Budget codes/Funds as a left row nesting and drill down to the three-digit account level. Filter for the current fiscal year. Add months as a column nesting.

After creating your report, save it as Nesting Explorer.ppr.

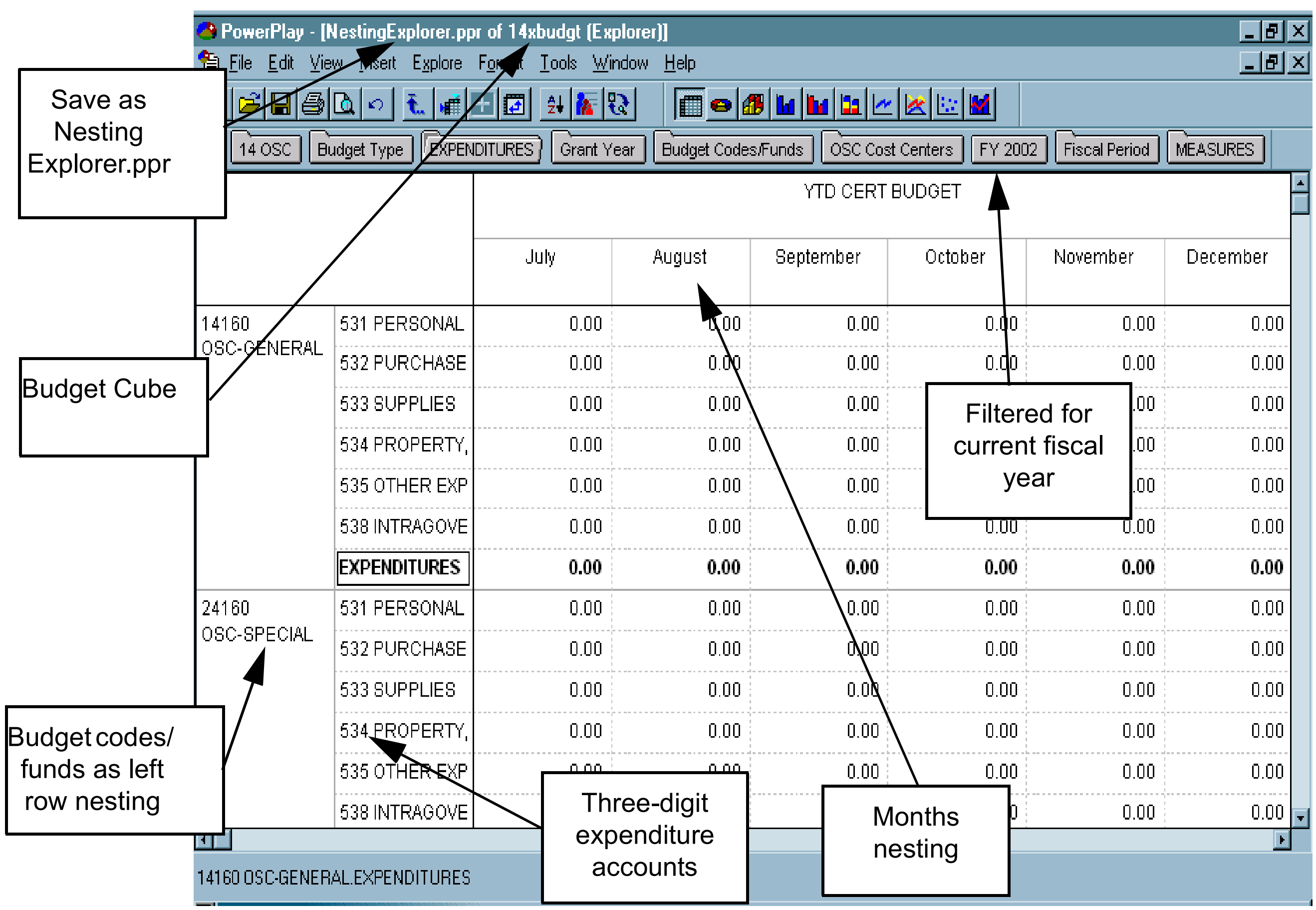
Activity Objectives:

NOTES

- ❒ Open the GL Budget Code Control Report.
- ❒ Filter for the current fiscal year.
- ❒ Drill down to the three-digit expenditure level.
- ❒ Add the BUDGET CODES/FUNDS as a left row nesting.
- ❒ Add **Fiscal Period** as a bottom column nesting.
- ❒ Save the report as Nesting Explorer.ppr.

For assistance with this activity, refer to the *Steps for Completing the Activity on Nesting in Explorer Mode* and the *Sample Solution* on the following pages or ask the instructors for help.

Sample Solution for the Activity on Nesting in Explorer Mode



NOTES

Steps for Completing the Activity on Nesting in Explorer Mode

To open your agency's GL Budget Code Control report from the Agency Management Analysis Select Menu:

1. Click on the **down arrow** beside *Please Pick an Agency Below* to get a list of agencies available to you.
2. Click on the **scroll bar** until your agency is visible.
3. Click on **your Agency** from the drop-down menu.
4. Click on the **down arrow** of the VIEWS list box to display a drop-down list of available Explorer reports.
5. Click on **GL Budget Code Control** to select it from the Explorer reports list box.
6. Click on the **Launch** button.

To select the database:

7. Click on the **OK** button.
8. Select y**our Agency xbudgt.mdc** cube (database) from the list of file names in the *Choose a Local Cube* window.
9. Click on the **OK** button.

To resize the dimension line:

10. Position the cursor on the edge of the dimension line until a double headed arrow appears.
11. Click and drag the dimension line until it is doubled in size.

To filter dimension for year:

12. Position the cursor over **Fiscal Year** on the dimension line to open the dimension list.
13. Click on the **current fiscal year**.

To drill down to the three-digit expenditure level:

NOTES

14. Double click on **EXP + ADJ TO CASH.**

15. Double click on **EXPENDITURES**.

To add BudgetCode/Fund as a left row nesting:

16. Click and hold on **your Agency BUDGET CODES/FUNDS** to the left of the row labels.

17. Drag **your Agency BUDGET CODES/FUNDS** to the left of the row labels. A long bar appears where the nesting will occur. Release the mouse button.

To add months (Fiscal Period) as a column nesting:

18. Click and hold on **Fiscal Period** on the dimension line.

19. Drag **Fiscal Period** to the bottom of the column labels. A long bar appears where the nesting will occur.

To save the custom report:

20. Click on **File** on the menu bar.

21. Click on **Save As** from the File drop-down menu.

22. Type **Nesting Explorer** in the File name box of the *Save As* dialog window.

23. Select the directory **c:\ncasdss\custom** from the *Save in* dialog window, if not already selected.

24. Click on the **Save** button.

To Exit Explorer:

25. Click on the **upper right** .

NOTES

SUMMARY

This section of the handbook introduced the concept of nesting. The walk-throughs demonstrated DSS tools and techniques for adding nesting to data presentations and drilling down through nesting. You learned to:

- Add nesting to rows and columns for accounts, month or other dimension.
- Nest in multiple levels.
- Drill down and up on nestings.
- Remove levels of nesting.
- Swap nested levels.
- Format nesting.

Creating Custom Reports (Reporter Mode)

NCAS & DSS Overview	Accessing & Viewing DSS Data	Adding Layers	Nesting Dimensions (Explorer Mode)
Creating Custom Reports (Reporter Mode)	Modifying Custom Reports (Reporter Mode)	Formatting, Printing and Exporting	

Overview of the DSS Reporter

The DSS provides a tool called **Reporter** for creating detailed financial reports. With Reporter, users can:

- Make calculations with the data.
- Display details of more than one dimension on a row, column, or layer.
- Add or delete rows, columns, and layers.
- Move rows, columns, and layers.
- Create groupings of related dimension points.

The walkthroughs in the following sections demonstrate the use of Reporter and emphasize the differences between Explorer and Reporter.

NOTES

Comparison of Explorer and Report Modes		
The DSS Modes	**Applications**	**Functions**
Explorer	Quick Analyses Simple Data Presentations	Drill down Drill up Delete measures Isolate data Format Nest Highlight exceptions
Reporter	Detailed Reports Summary and Detail Presentations	Drill down Drill up Delete any dimension Move Calculations Add categories Format Nest Subsets Sort/Rank Highlight exceptions

It is possible to go from the Explorer Mode to the Reporter Mode or the Reporter Mode can be opened through the *Agency Management Analysis Select Menu* by selecting a report from the drop-down menu.

Changing to Reporter Mode

The following walkthrough demonstrates how to open Reporter from Explorer.

WALKTHROUGH: Opening Reporter from Explorer

SCENARIO

You are a manager at the OSC. You frequently need to review your expenditures and revenues and want to create a customized report for automatic data updates. You decide to base your customized report on the Budget Code Control Report.

Walkthrough Objectives:

❒ Open the Budget Code Control Report for OSC.

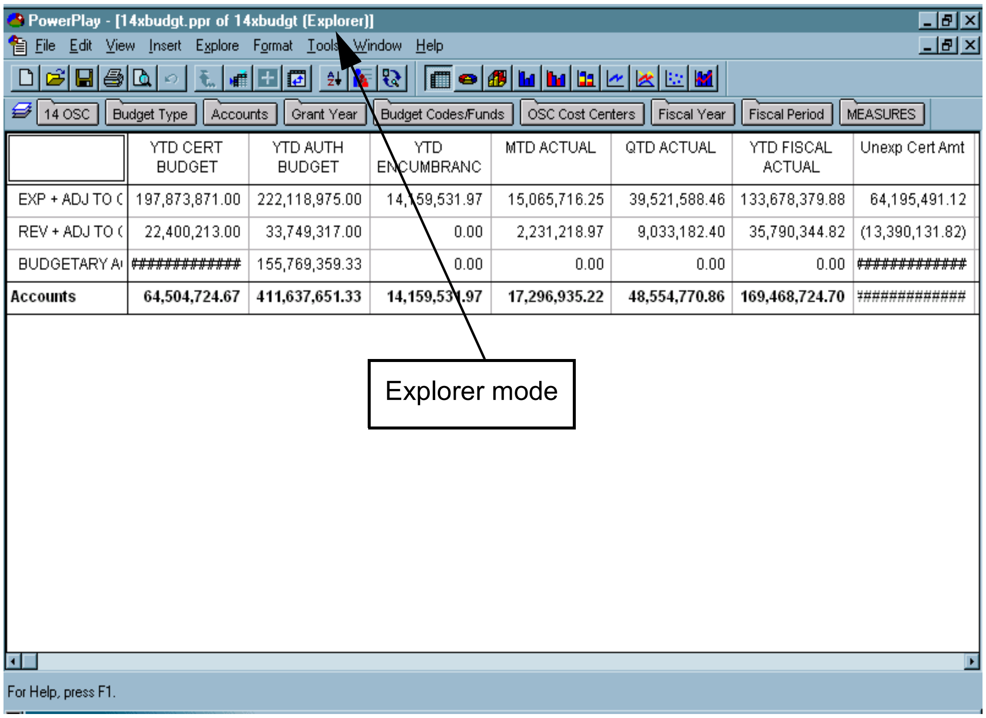
❒ Toggle to the Reporter mode.

To open Reporter from Explorer:

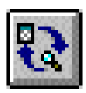
NOTES

1. Open the GL Budget Code Control Report for OSC.

   Note that the DSS automatically opens this report in Explorer mode.

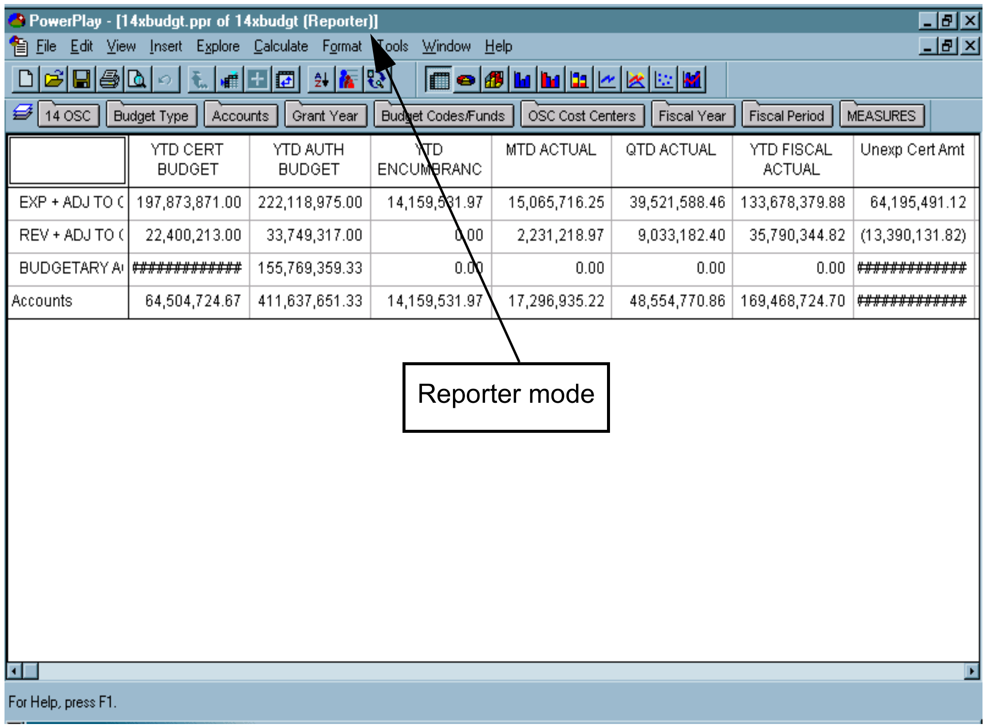


2. Click on the **Explorer < -- > Reporter** (toggle) button in the toolbar.



NOTES

The DSS toggles to the Reporter mode.

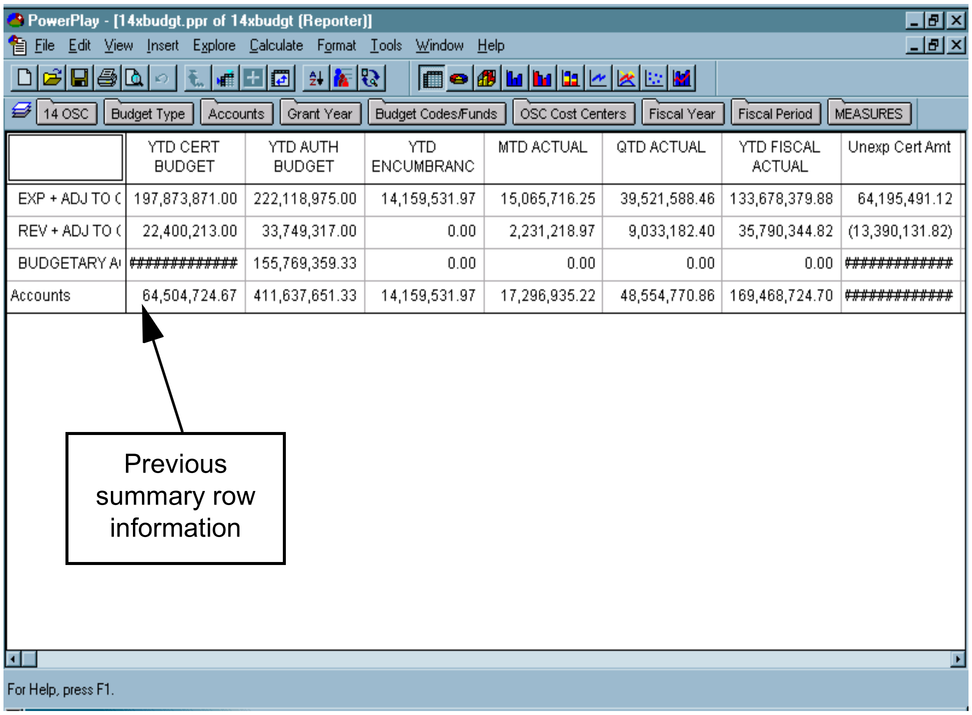


The Reporter mode screen looks very similar to the Explorer mode screen. Notice that the menu bar contains one new function, Calculate. You will notice later that the Dimension Viewer toolbar contains new buttons.

> When Reporter is accessed from Explorer, the rows, columns, and layers that were arranged in Explorer appear in Reporter.

> The summary row information in Explorer is displayed as the bottom row in Reporter. The summary rows and columns that migrate to Reporter mode function for drilling down.

NOTES



Drilling down is used to uncover detailed financial information in reports. Unlike Explorer, however, drilling down in Reporter adds details without removing summary (parent) points.

Drilling in Reporter Mode

The following walkthrough demonstrates how to drill down through different dimensions of a report.

WALKTHROUGH: Drilling Down in a Reporter Report

SCENARIO
In order to create your customized report, you decide to filter the data for fiscal year and month and then drill down on expenditures and revenues to uncover more details. You first resize the dimension line.

Walkthrough Objectives:

- ❒ Resize the dimension line.
- ❒ Filter for the fiscal year 2002.
- ❒ Filter for the month of July.
- ❒ Drill down to a detailed expense account (532441).
- ❒ Drill down to a detailed revenue account (435600).

NOTES

1. Resize the dimension line:

To filter for the fiscal year:

2. Position the cursor over **Fiscal Year** on the dimension line.

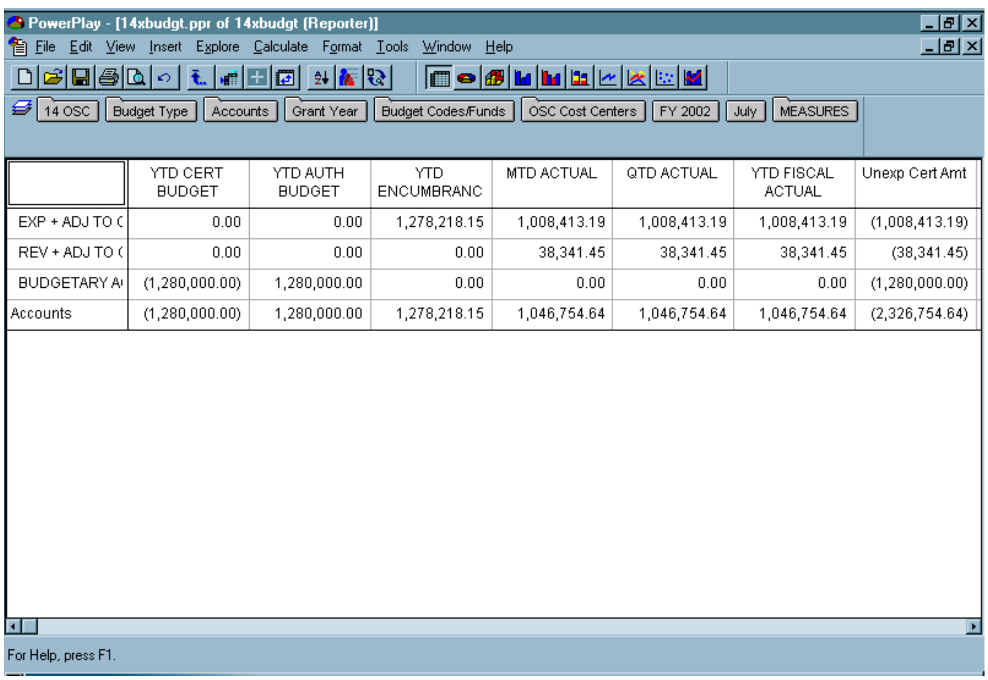
3. Click on **2002** from the dimension list.

To filter for the month:

4. Position the cursor over **Fiscal Period** on the dimension line.

5. Click on **July** from the dimension list.

> Filtering removes unnecessary information so only the information that you need is in your report. Usually the month, year, and budget code are filtered.



To drill down on an expenditure account:

6. Double click on **EXP + ADJ TO CASH**.

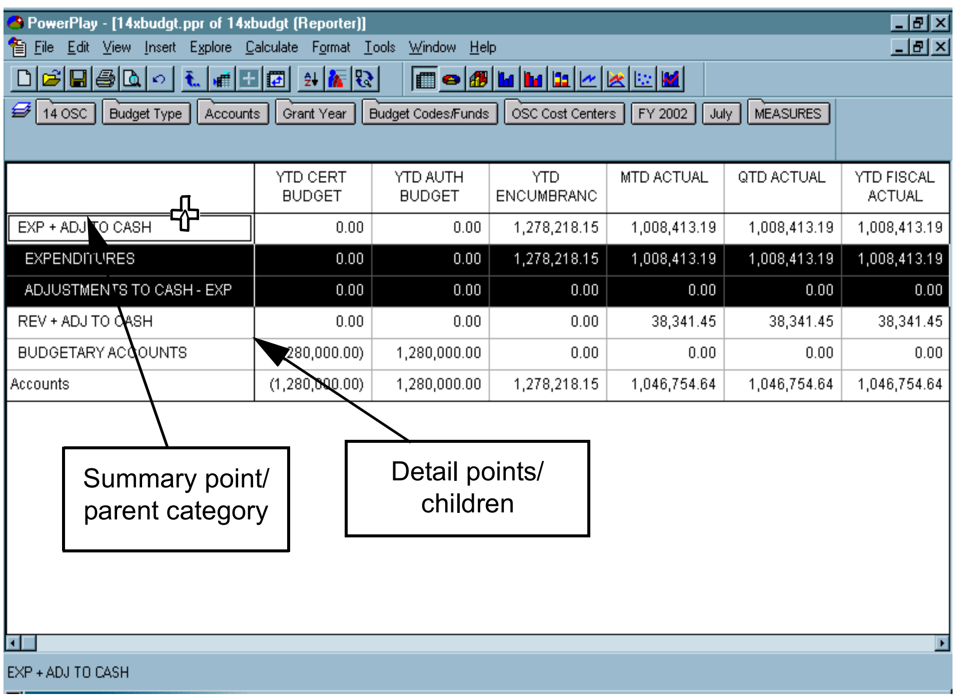
NOTES

> Drilling down on a parent category reveals the children categories. Drilling down gives you more detail about your category. In Reporter, when you drill down, all children categories are added and the parent category also remains on the report. In Explorer, drilling down results in the parent category being replaced by the children categories.

The DSS inserts and highlights rows of detailed data below the summary point (parent).

Notice that the detail accounts are not isolated. In Reporter, drilling down does not simplify data by eliminating other data. When using Reporter, detailed revenue and expenditure accounts can be displayed on the same report.

Notice that the detailed accounts that were drilled down are highlighted.



7. Position the cursor over **EXP + ADJ TO CASH.** The cursor becomes a plus sign with an up arrow . This shows that **EXP + ADJ TO CASH** is a parent category and can be double clicked on to drill back up.

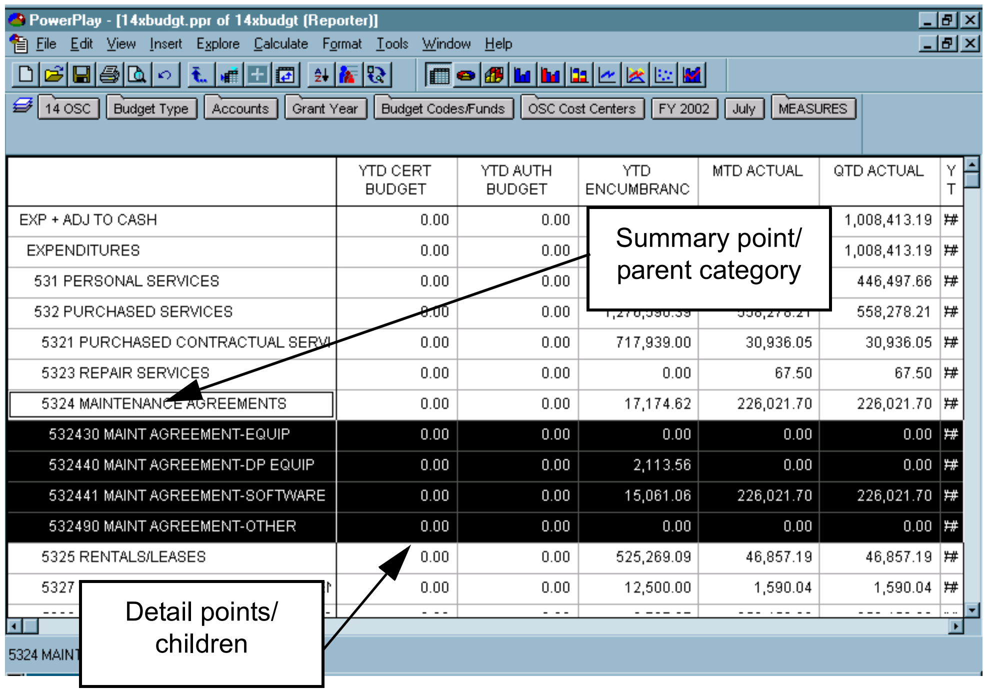
NOTES

To continue drilling down on expenditure accounts:

8. Double click on **EXPENDITURES**.

9. Double click on **532 PURCHASED SERVICES**.

10. Double click on **5324 MAINTENANCE AGREEMENTS**.



To explore the results:

11. Position the cursor over **532441 MAINT AGREEMENT-SOFTWARE**. Notice that the cursor is an arrow.

> When the cursor is positioned over a detailed account, its shape changes to an arrow, indicating that the detailed account cannot be drilled further.

To drill to lowest level of a revenue account:

12. Scroll down to **REV + ADJ TO CASH.**

13. Double click on **REV + ADJ TO CASH**.

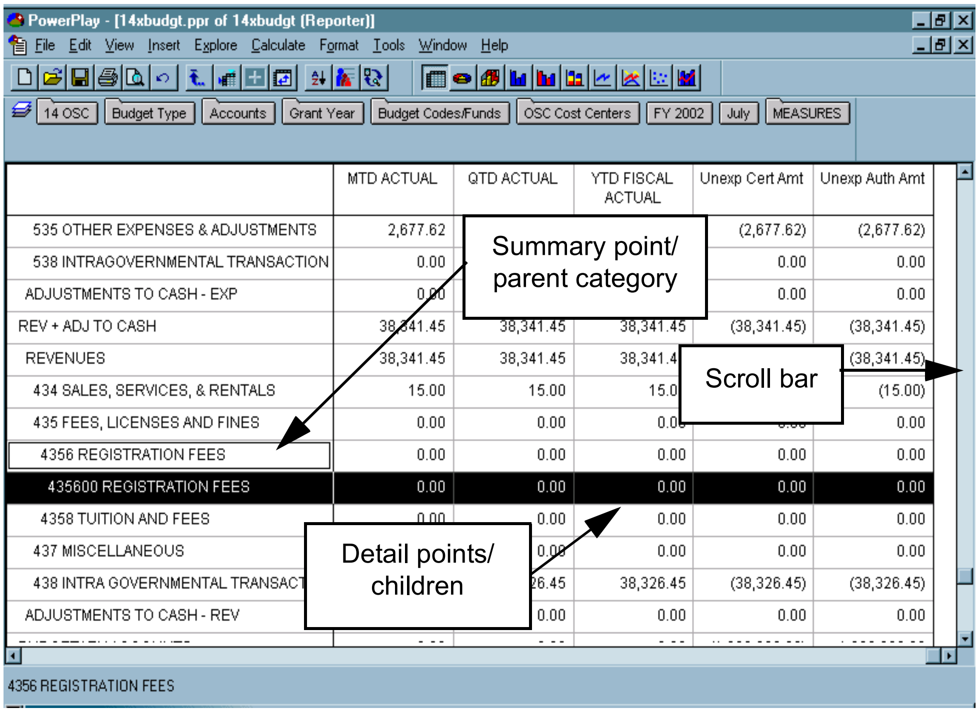
14. Double click on **REVENUES**.

15. Double click on **435 FEES, LICENSES AND FINES**.

16. Double click on **4356 REGISTRATION FEES**.

NOTES

You know you have reached the lowest level of the revenue account because, when you put your cursor over the highlighted accounts, the cursor changes to an arrow.



To review the results:

17. Position the cursor over **435600 REGISTRATION FEES**. The cursor becomes an arrow, which signifies 435600 is a detail point.

You have successfully created a report that is filtered for fiscal year and month, and shows details in revenue and expenditure accounts. Use the scroll bar to scroll through the accounts in this report.

The DSS Reporter provides methods for drilling up to summary dimension points on rows, columns and layers. The DSS techniques presented in the following walkthrough are used throughout this course.

WALKTHROUGH: Drilling Up in Rows

SCENARIO

After drilling down to uncover details, you want to review the data at a more summarized level. You decide to drill up one level on the detailed accounts.

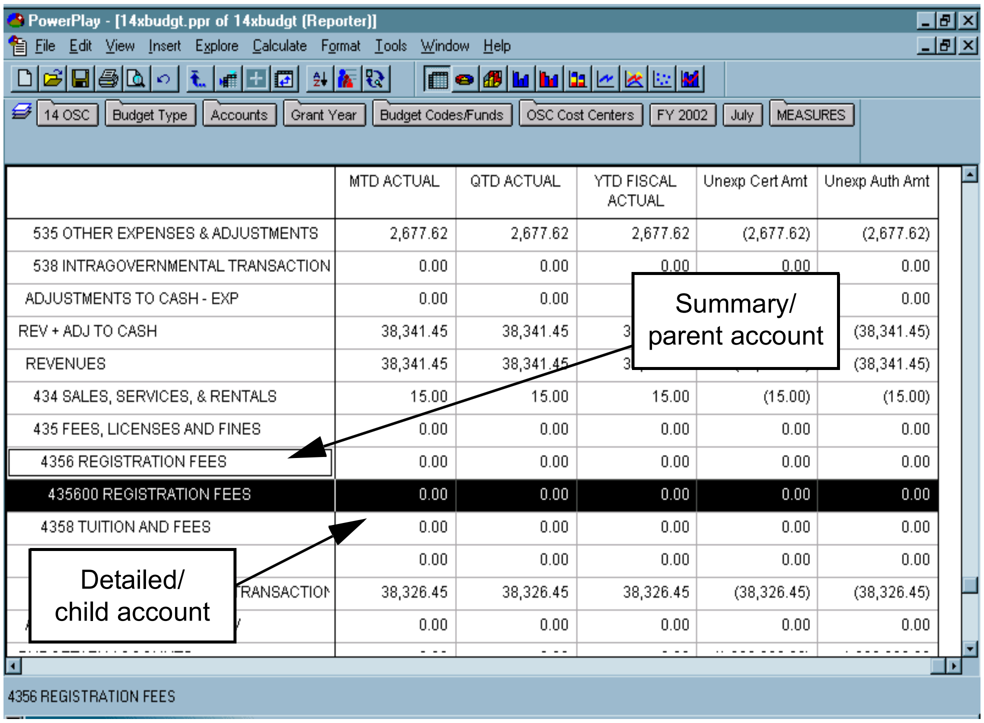
NOTES

Walkthrough Objectives:

❒ Drill up to the summary 4-digit Level.

To drill up on the detail accounts:

1. Scroll down to the **4356 accounts**.

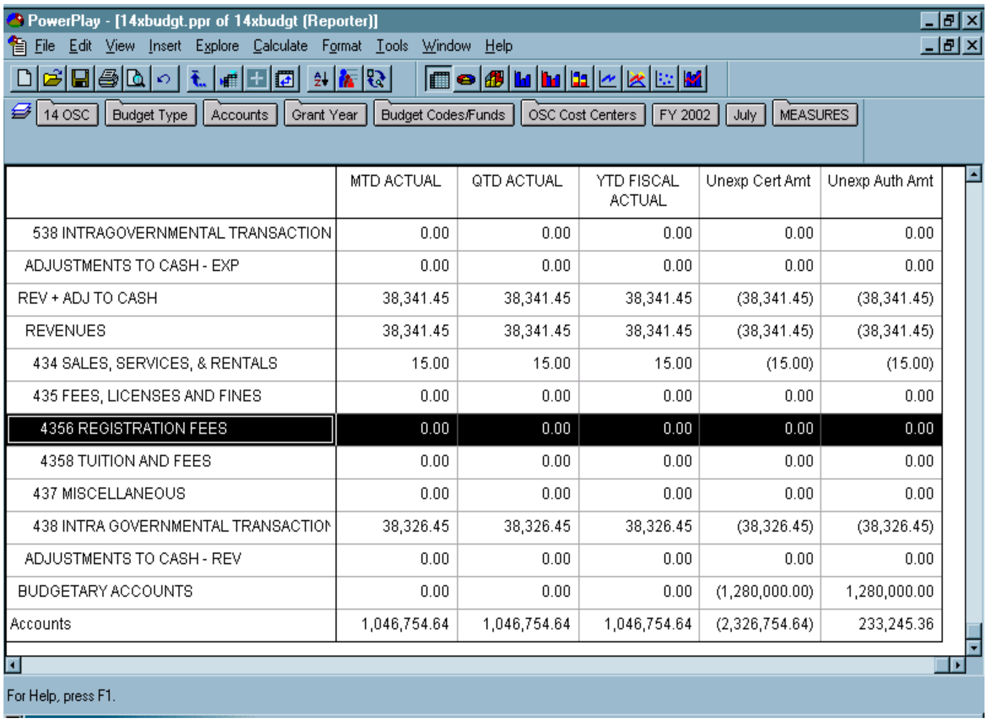


2. Position the cursor over **4356 REGISTRATION FEES**. Notice it becomes an up arrow plus sign. This means this is a parent/summary point and can be drilled up.

3. Double click on **4356 REGISTRATION FEES**. Notice that the highlighted, detailed/child, accounts disappear.

   The DSS drills up on the 4356XX accounts.

NOTES



	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt
538 INTRAGOVERNMENTAL TRANSACTION	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS TO CASH - EXP	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	38,341.45	38,341.45	38,341.45	(38,341.45)	(38,341.45)
REVENUES	38,341.45	38,341.45	38,341.45	(38,341.45)	(38,341.45)
434 SALES, SERVICES, & RENTALS	15.00	15.00	15.00	(15.00)	(15.00)
435 FEES, LICENSES AND FINES	0.00	0.00	0.00	0.00	0.00
4356 REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
4358 TUITION AND FEES	0.00	0.00	0.00	0.00	0.00
437 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
438 INTRA GOVERNMENTAL TRANSACTIOI	38,326.45	38,326.45	38,326.45	(38,326.45)	(38,326.45)
ADJUSTMENTS TO CASH - REV	0.00	0.00	0.00	0.00	0.00
BUDGETARY ACCOUNTS	0.00	0.00	0.00	(1,280,000.00)	1,280,000.00
Accounts	1,046,754.64	1,046,754.64	1,046,754.64	(2,326,754.64)	233,245.36

You can drill up on any hierarchy on which you have drilled down. If you perform successive drill downs, you must drill up in the same order as the drill down so that the detail rows disappear. Also, if you move the child categories after drilling down, you can no longer drill up on the moved categories. It is not necessary to highlight detailed accounts to be able to drill up on the parent account.

To drill up on the 5324 detail accounts:

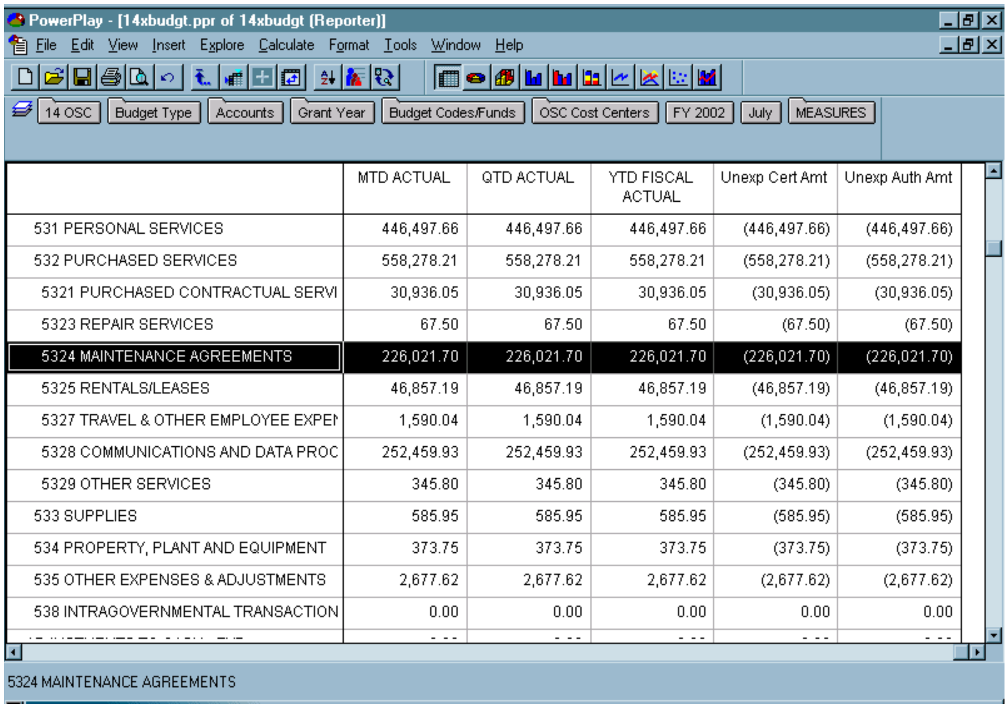
4. Scroll up to the **5324 accounts**.

5. Position the cursor over **5324 MAINTENANCE AGREEMENTS**. Notice it becomes an up arrow plus sign. This means this is a parent/summary point and can be drilled up.

6. Double click on **5324 MAINTENANCE AGREEMENTS**. Notice that the detailed/child 5324 accounts disappear.

NOTES

The DSS drills up on the 5324XX accounts.



	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt
531 PERSONAL SERVICES	446,497.66	446,497.66	446,497.66	(446,497.66)	(446,497.66)
532 PURCHASED SERVICES	558,278.21	558,278.21	558,278.21	(558,278.21)	(558,278.21)
5321 PURCHASED CONTRACTUAL SERVI	30,936.05	30,936.05	30,936.05	(30,936.05)	(30,936.05)
5323 REPAIR SERVICES	67.50	67.50	67.50	(67.50)	(67.50)
5324 MAINTENANCE AGREEMENTS	226,021.70	226,021.70	226,021.70	(226,021.70)	(226,021.70)
5325 RENTALS/LEASES	46,857.19	46,857.19	46,857.19	(46,857.19)	(46,857.19)
5327 TRAVEL & OTHER EMPLOYEE EXPEI	1,590.04	1,590.04	1,590.04	(1,590.04)	(1,590.04)
5328 COMMUNICATIONS AND DATA PROC	252,459.93	252,459.93	252,459.93	(252,459.93)	(252,459.93)
5329 OTHER SERVICES	345.80	345.80	345.80	(345.80)	(345.80)
533 SUPPLIES	585.95	585.95	585.95	(585.95)	(585.95)
534 PROPERTY, PLANT AND EQUIPMENT	373.75	373.75	373.75	(373.75)	(373.75)
535 OTHER EXPENSES & ADJUSTMENTS	2,677.62	2,677.62	2,677.62	(2,677.62)	(2,677.62)
538 INTRAGOVERNMENTAL TRANSACTION	0.00	0.00	0.00	0.00	0.00

Since drilling down in a report does not result in eliminating extraneous data, any unnecessary data may be deleted in a separate step.

Deleting Data in Reporter Mode

In Reporter, users can delete data in rows, columns, layers, or all at once. The following walkthrough demonstrates techniques for deleting data in rows and columns.

WALKTHROUGH: Deleting Data in Rows and Columns

SCENARIO

You decide to delete certain rows of data and a column of data. However, after scrolling through the accounts in this report, you decide that you would rather start from scratch than to change this report. The first step in creating your new customized report is to delete the rows and columns to give you a fresh start.

Walkthrough Objectives:

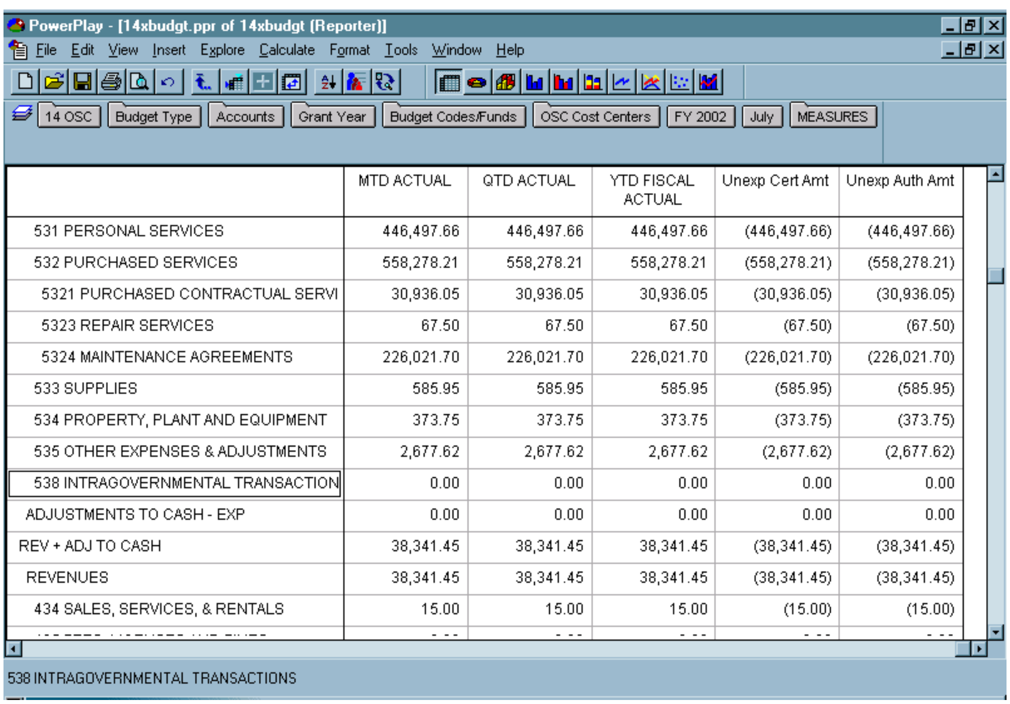
NOTES

- ❐ Delete rows for accounts 5325 through 5329.
- ❐ Delete the column for **Unexp Cert Amt**.
- ❐ Delete ALL from the report.

To delete contiguous rows from a report:

1. Click on row label **5325 RENTALS.LEASES**.
2. Press and hold down the [Shift] key.
3. Click on **5329 OTHER SERVICES**.
4. Release the [Shift] key.
5. Press the [Delete] key.

   The DSS deletes the highlighted rows.



	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt
531 PERSONAL SERVICES	446,497.66	446,497.66	446,497.66	(446,497.66)	(446,497.66)
532 PURCHASED SERVICES	558,278.21	558,278.21	558,278.21	(558,278.21)	(558,278.21)
5321 PURCHASED CONTRACTUAL SERVI	30,936.05	30,936.05	30,936.05	(30,936.05)	(30,936.05)
5323 REPAIR SERVICES	67.50	67.50	67.50	(67.50)	(67.50)
5324 MAINTENANCE AGREEMENTS	226,021.70	226,021.70	226,021.70	(226,021.70)	(226,021.70)
533 SUPPLIES	585.95	585.95	585.95	(585.95)	(585.95)
534 PROPERTY, PLANT AND EQUIPMENT	373.75	373.75	373.75	(373.75)	(373.75)
535 OTHER EXPENSES & ADJUSTMENTS	2,677.62	2,677.62	2,677.62	(2,677.62)	(2,677.62)
538 INTRAGOVERNMENTAL TRANSACTION	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS TO CASH - EXP	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	38,341.45	38,341.45	38,341.45	(38,341.45)	(38,341.45)
REVENUES	38,341.45	38,341.45	38,341.45	(38,341.45)	(38,341.45)
434 SALES, SERVICES, & RENTALS	15.00	15.00	15.00	(15.00)	(15.00)

> To select contiguous or adjacent categories:
>
> - Click on the first item and continue to hold down the [Shift] key.
> - Press and continue to hold down the [Shift] key.
> - Click on the last item.
> - Release the [Shift] key.

NOTES

To delete data in a column:

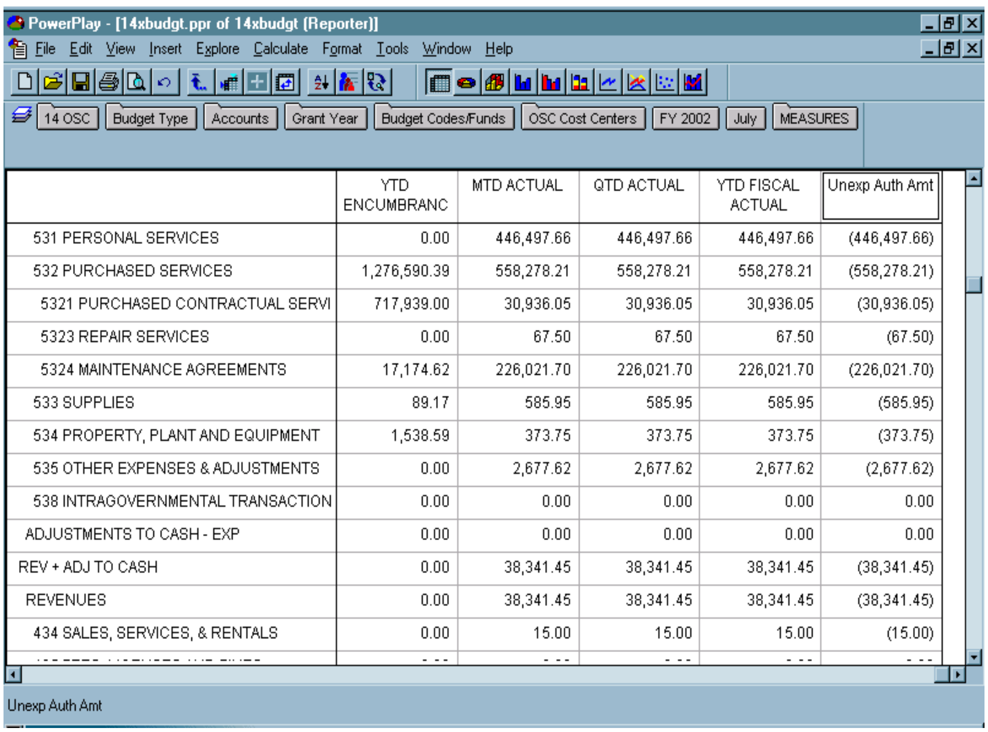
6. Click on the horizontal scroll bar to scroll to the Unexp Cert Amt column.

7. Click on the column label **Unexp Cert Amt** to highlight the column.

8. Press the Delete key.

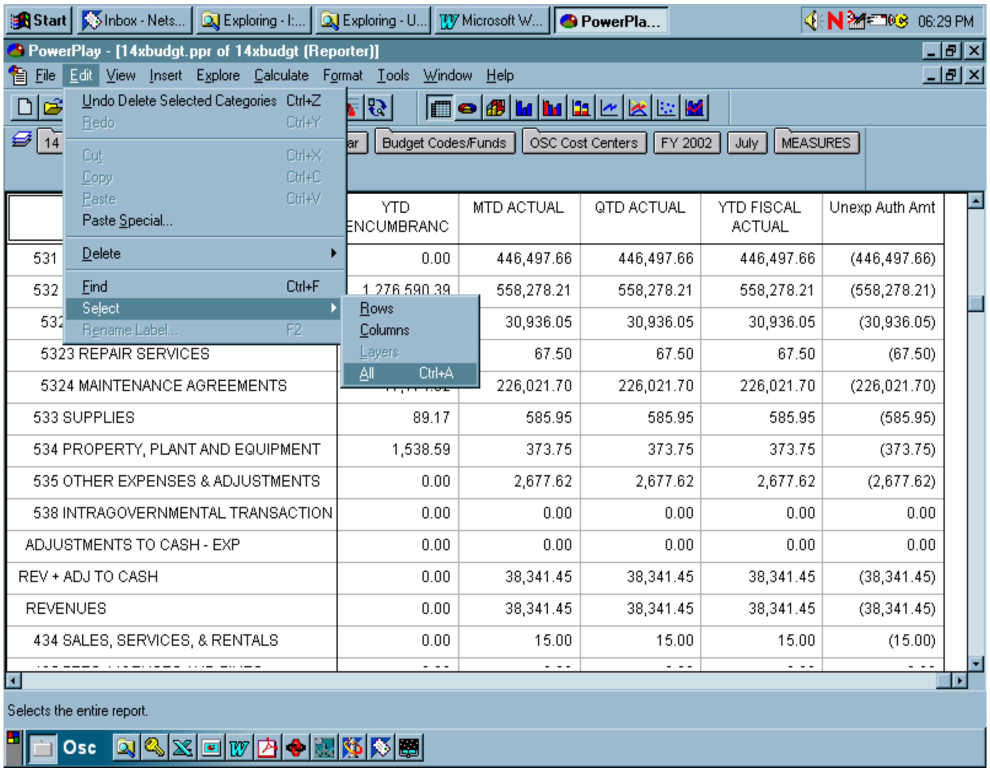
> In Reporter, isolate data by deleting extraneous information or by drilling up, not by drilling down.

The DSS deletes the column.



	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Auth Amt
531 PERSONAL SERVICES	0.00	446,497.66	446,497.66	446,497.66	(446,497.66)
532 PURCHASED SERVICES	1,276,590.39	558,278.21	558,278.21	558,278.21	(558,278.21)
5321 PURCHASED CONTRACTUAL SERVI	717,939.00	30,936.05	30,936.05	30,936.05	(30,936.05)
5323 REPAIR SERVICES	0.00	67.50	67.50	67.50	(67.50)
5324 MAINTENANCE AGREEMENTS	17,174.62	226,021.70	226,021.70	226,021.70	(226,021.70)
533 SUPPLIES	89.17	585.95	585.95	585.95	(585.95)
534 PROPERTY, PLANT AND EQUIPMENT	1,538.59	373.75	373.75	373.75	(373.75)
535 OTHER EXPENSES & ADJUSTMENTS	0.00	2,677.62	2,677.62	2,677.62	(2,677.62)
538 INTRAGOVERNMENTAL TRANSACTION	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS TO CASH - EXP	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	0.00	38,341.45	38,341.45	38,341.45	(38,341.45)
REVENUES	0.00	38,341.45	38,341.45	38,341.45	(38,341.45)
434 SALES, SERVICES, & RENTALS	0.00	15.00	15.00	15.00	(15.00)

NOTES



To delete remaining rows and columns at once:

9. Click on **Edit** on the menu bar.

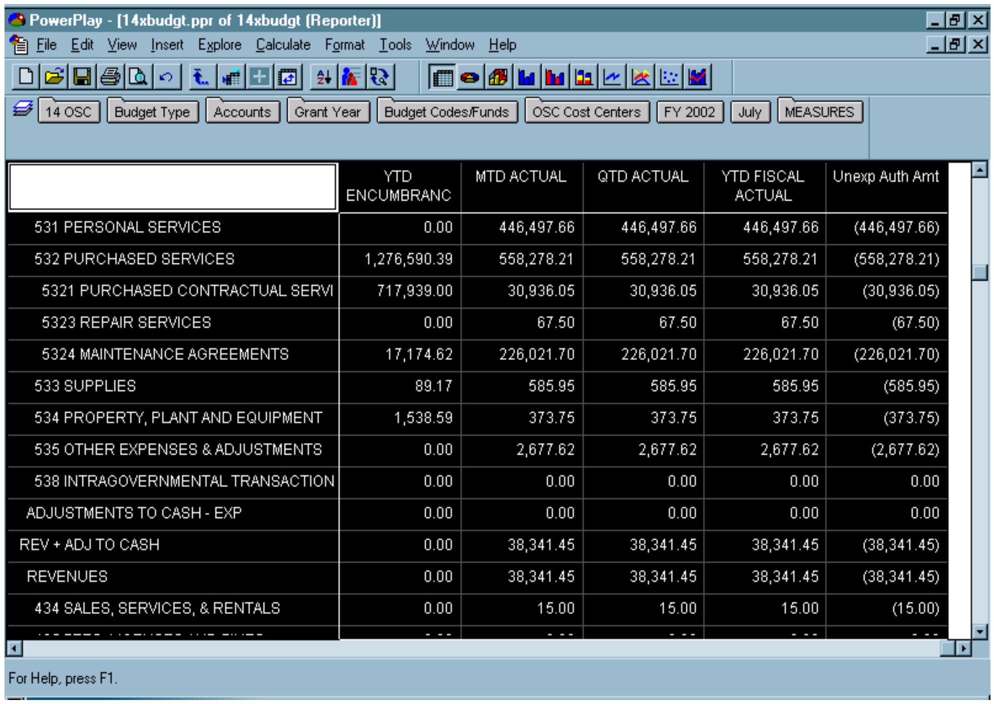
10. Position the cursor over **Select** in the drop-down menu.

11. Click on **All** in the drop-down menu.

- Select All is accomplished by pressing the Ctrl + A keys.

NOTES

The DSS highlights all columns and rows (and layers, if any).



	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Auth Amt
531 PERSONAL SERVICES	0.00	446,497.66	446,497.66	446,497.66	(446,497.66)
532 PURCHASED SERVICES	1,276,590.39	558,278.21	558,278.21	558,278.21	(558,278.21)
5321 PURCHASED CONTRACTUAL SERVI	717,939.00	30,936.05	30,936.05	30,936.05	(30,936.05)
5323 REPAIR SERVICES	0.00	67.50	67.50	67.50	(67.50)
5324 MAINTENANCE AGREEMENTS	17,174.62	226,021.70	226,021.70	226,021.70	(226,021.70)
533 SUPPLIES	89.17	585.95	585.95	585.95	(585.95)
534 PROPERTY, PLANT AND EQUIPMENT	1,538.59	373.75	373.75	373.75	(373.75)
535 OTHER EXPENSES & ADJUSTMENTS	0.00	2,677.62	2,677.62	2,677.62	(2,677.62)
538 INTRAGOVERNMENTAL TRANSACTION	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS TO CASH - EXP	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	0.00	38,341.45	38,341.45	38,341.45	(38,341.45)
REVENUES	0.00	38,341.45	38,341.45	38,341.45	(38,341.45)
434 SALES, SERVICES, & RENTALS	0.00	15.00	15.00	15.00	(15.00)

12. Press the Delete key.

> Remember you are manipulating the data in the database but cannot destroy or change the database.

You have learned how to use Reporter to delete data in rows and columns, resulting in a blank report. The next step is to plan the rows, columns, and layers you need to add to create your customized report.

Creating a Custom Report

Each database has a defined set of dimensions which is displayed on the dimension line. Any dimension can be used as a row, column, or layer.

The following walkthrough demonstrates how to use the Dimension Viewer to add rows, columns, and layers to create a custom report.

WALKTHROUGH: Adding Rows, Columns, and Layers to Create a Custom Report

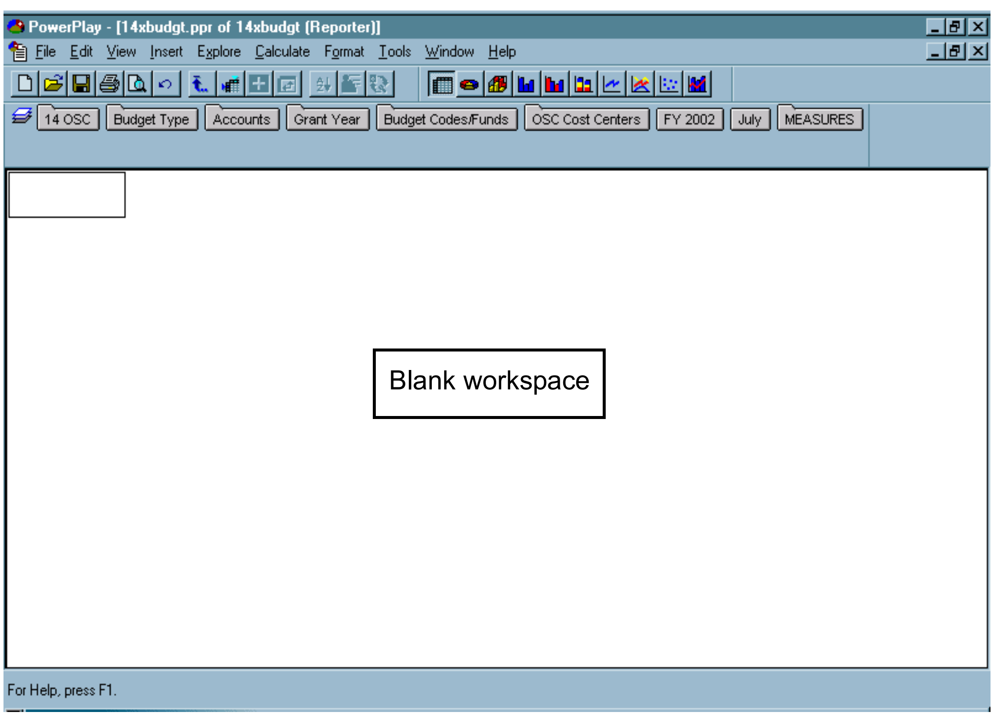
> ***SCENARIO***
>
> You decide to begin your custom report by planning the rows, columns, and layers. You use the following spreadsheet to help clarify ideas and serve as a reference for creating the report.

NOTES

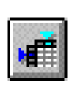
BUDGET CODES								
	YTD CERT BUD	YTD AUTH BUD	YTD ENCUM	MTD ACTUAL	QTD ACTUAL	YTD ACTUAL	UNEXP CERT	UNEXP AUTH
EXP + ADJ TO CASH								
REV + ADJ TO CASH								

Walkthrough Objectives:

- ❒ Add Accounts as rows.
- ❒ Add MEASURES as columns.
- ❒ Add BUDGET CODES/FUNDS as layers.



To open the Dimension Viewer:

1. Click on the Dimension Viewer button. 

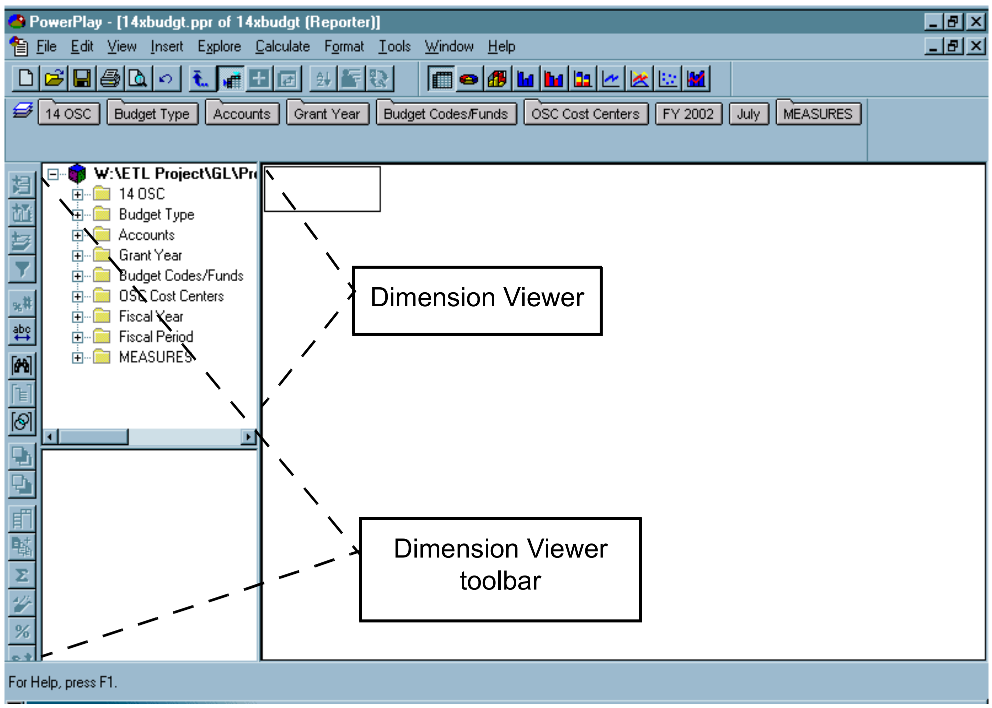
NOTES

- The Dimension Viewer can be opened from the menu bar by clicking on **View** and then clicking on **Dimension Viewer** from the drop-down menu.

2. Position the cursor over the right border of the Dimension Viewer. Notice the cursor changes to a crosshair.

3. Click and drag the border to the right until all dimension titles are visible.

The DSS displays the Dimension Viewer.



To add Accounts as rows to a report:

4. Double click on **Accounts** in the Dimension Viewer.

- To drill down on a dimension in the Dimension Viewer, click on the **plus sign** beside the dimension.

5. Click on **EXP + ADJ TO CASH**.

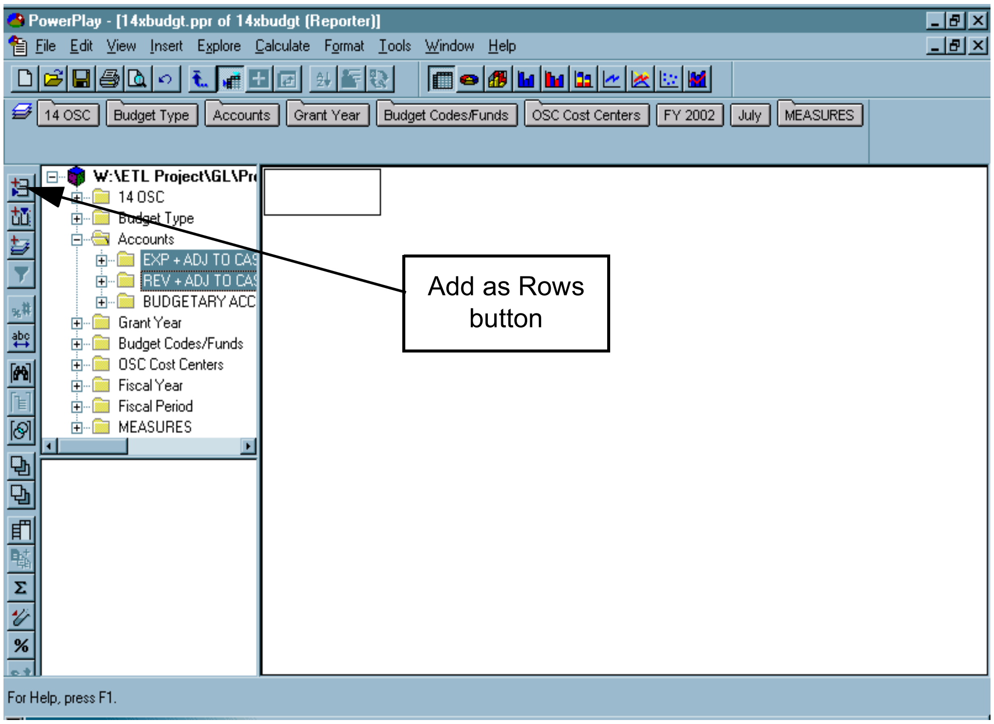
6. Press and hold down the Shift key.

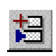
7. Click on **REV + ADJ TO CASH**.

8. Release the Shift key.

Notice the Dimension Viewer toolbar is active.

NOTES



9. Click on the **Add as rows** button. 

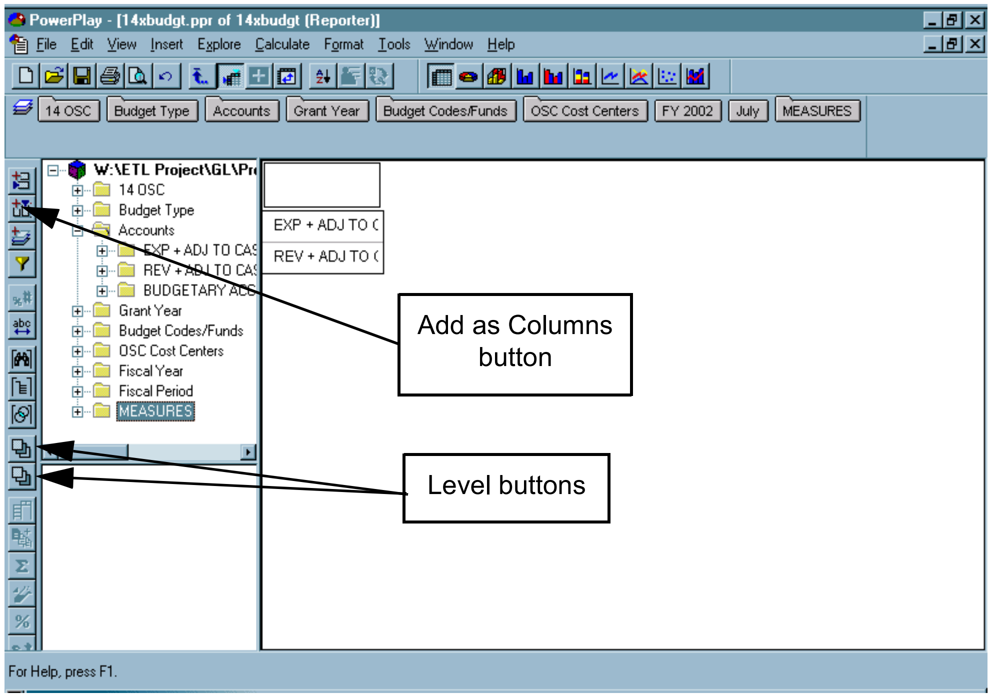
Reporter Dimension Viewer Toolbar Add Buttons

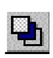
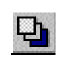
Button	Title
	Add as rows
	Add as columns
	Add as layers

The Explorer Mode Dimension Viewer toolbar has similar buttons, but, instead of adding dimensions, the buttons <u>replace</u> dimensions.

NOTES

The DSS adds the rows.

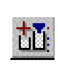


There are level buttons to select the level of detail for the categories to be added to the workspace. Click on the NEXT LEVEL CHILDREN OF button  in the toolbox to add the child categories of the selected category, or click on the LOWEST LEVEL CHILDREN OF button  to add the lowest level categories, and then add the dimension to your report. This is faster than drilling down to the lowest level and adding all categories at that level.

To add MEASURES as columns to a report:

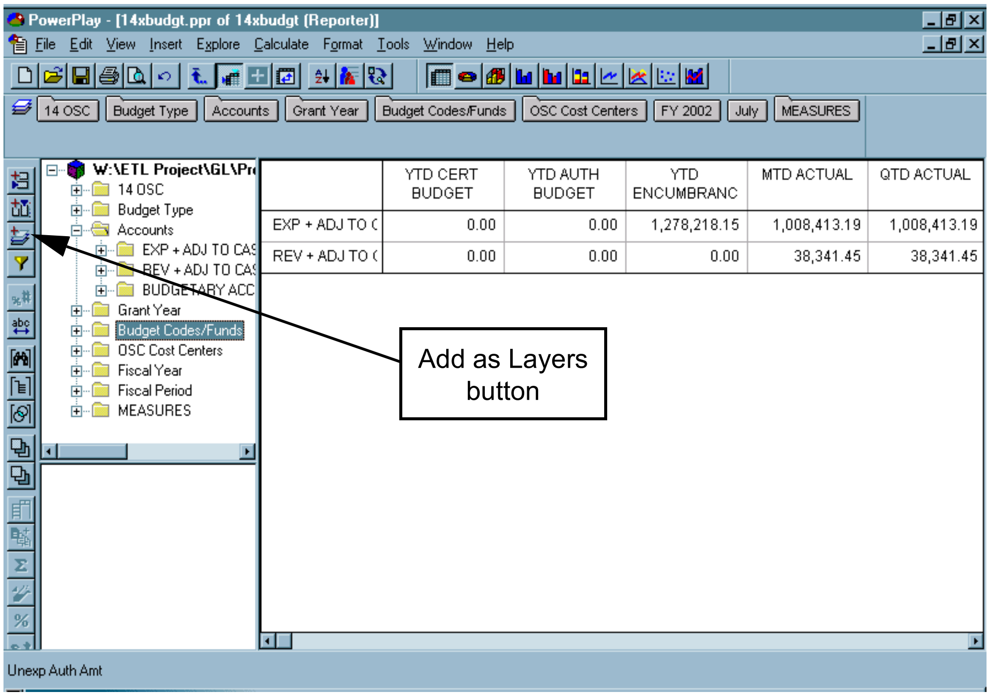
10. Click on **MEASURES** on the Dimension Viewer to select it.

11. Click on the **Next level children of** button. Since there are only two levels of detail for this dimension, the Lowest level children of button can also be used.

12. Click on the **Add as columns** button. 

NOTES

The DSS adds the detail level of the MEASURES dimension as columns.



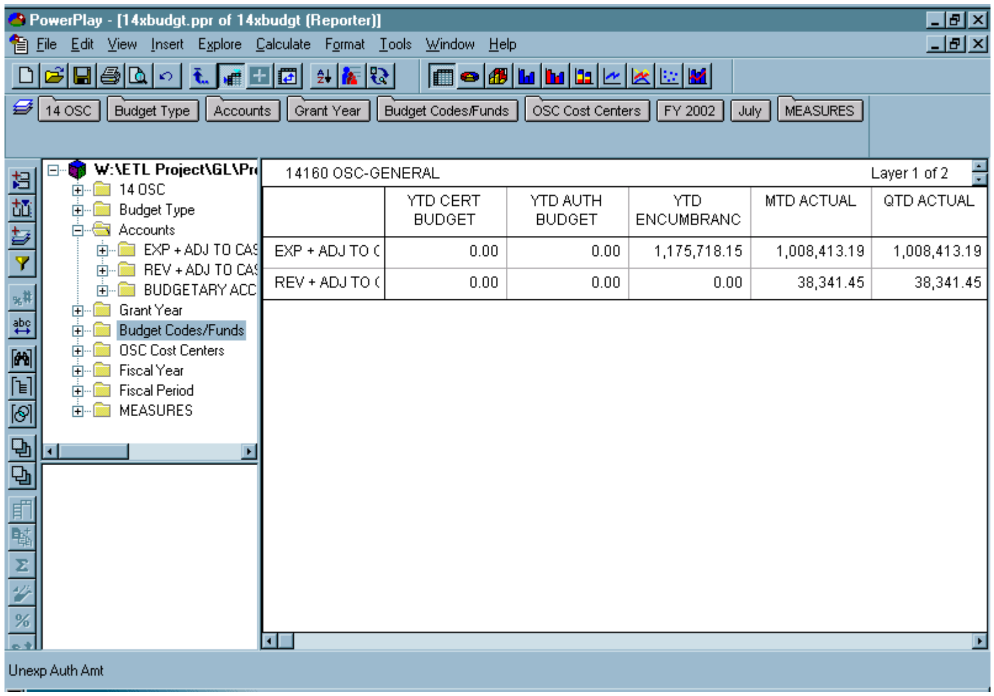
To add Budget Codes/Funds layers to a report:

13. Click on **Budget Codes/Funds** to select it.

14. Click on the **Next level children of** button. Since there are three levels of detail for this dimension, be careful to use the Next level children of button. Otherwise, you will be adding Budget Funds instead of Budget Codes.

15. Click on the **Add as layers** button. 

NOTES



To scroll to the 14160 OSC-GENERAL layer:

16. Click on the down arrow until the 14160 OSC-GENERAL layer is displayed.

You have now successfully created your custom report.

A custom report can be saved and will automatically update with new data whenever the underlying cube is updated.

The following walkthrough demonstrates how to save a custom Reporter report.

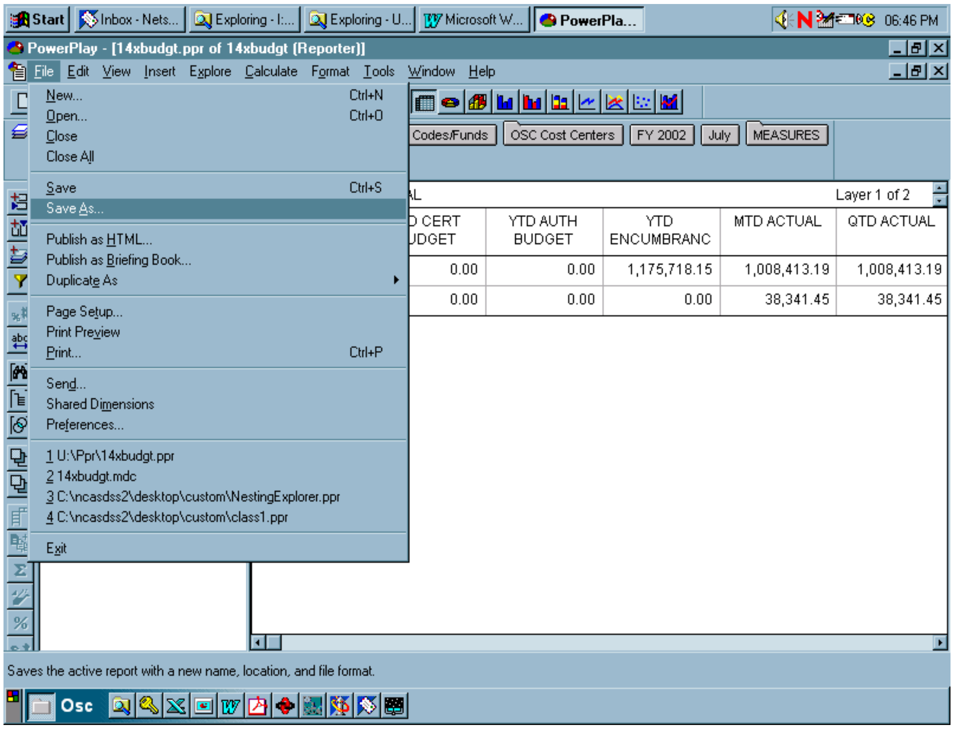
WALKTHROUGH: Saving a Custom Report

SCENARIO
Now that your report is complete, you decide to save it for automatic data updates so that you can refer to it often in the future.

Walkthrough Objective:

❒ Save the custom report.

NOTES

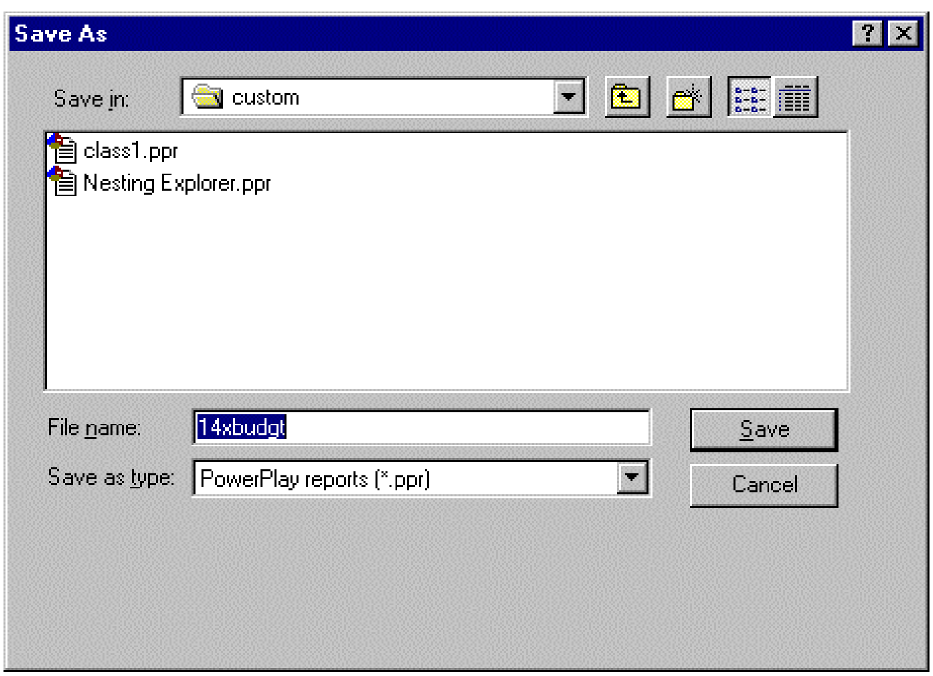


To save a custom report:

1. Click on **File** on the menu bar.

2. Click on **Save As** from the drop-down menu.

   The DSS displays the *Save As* dialog window.



NOTES

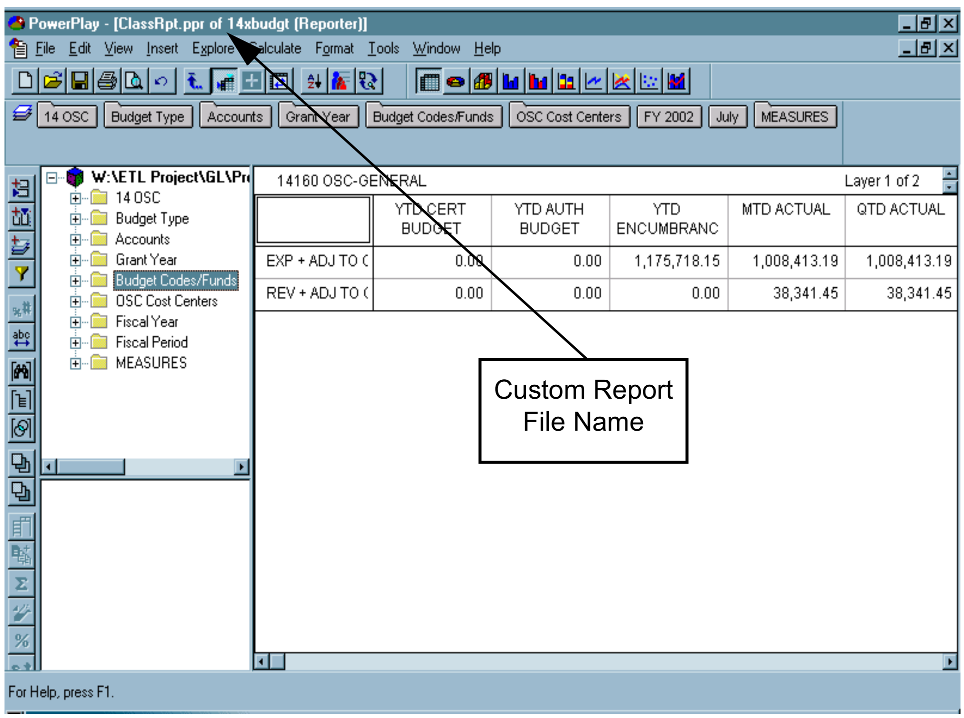
> The DSS displays the default directory c:\ncasdss\custom automatically, but users may save reports in any directory where they have write access.

To type the name of your report:

3. Type **ClassRpt** in the FILE NAME field of the *Save As* dialog window. (Be sure you are saving to the custom folder.)

4. Click on the **Save** button.

   The DSS displays the report with its new name and associated database.



You have now successfully saved your report.

Changing to Explorer Mode

NOTES

Reporter is used when the exact information to add to a report is known and when you want to perform calculations. Explorer is used when you want to explore the information in a MDC.

When you toggle from Reporter to Explorer, information in the Reporter report may be lost or altered. For example, custom calculations and ranking are not available in Explorer. Also, in Explorer, the default hierarchy of dimensions is enforced.

WALKTHROUGH: Toggling to Explorer

> ***SCENARIO***
>
> After saving your Reporter report, you decide to toggle to Explorer to do some quick analysis.

Walkthrough Objective:

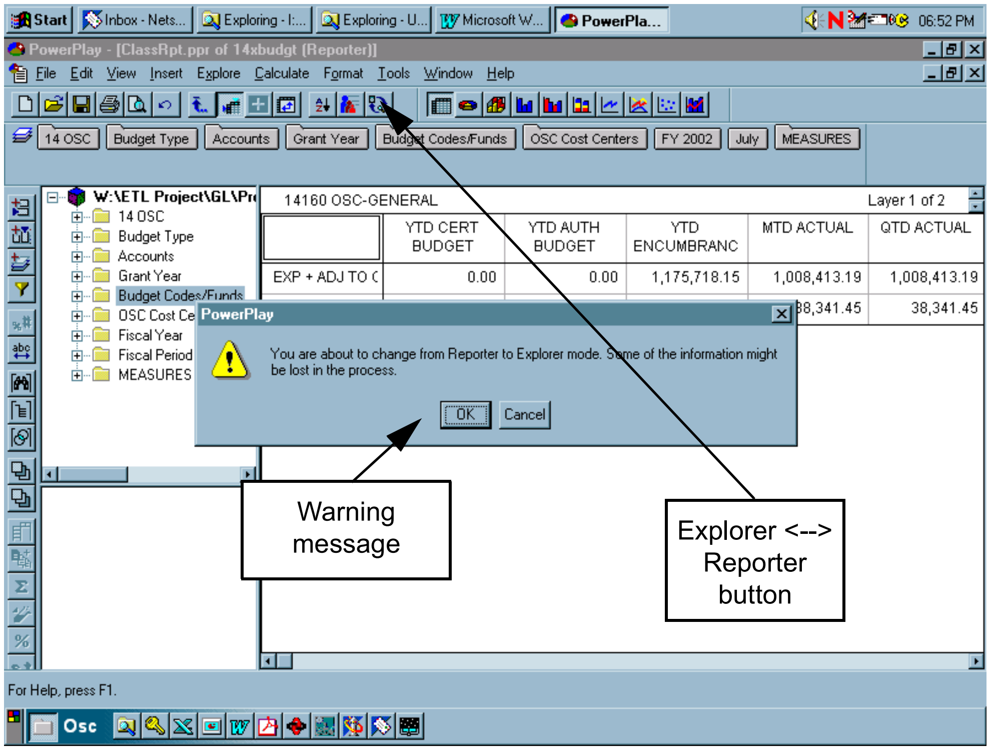
❐ Toggle to Explorer.

To toggle to Explorer from Reporter:

1. Click on the **Explorer <-- > Reporter** button. 

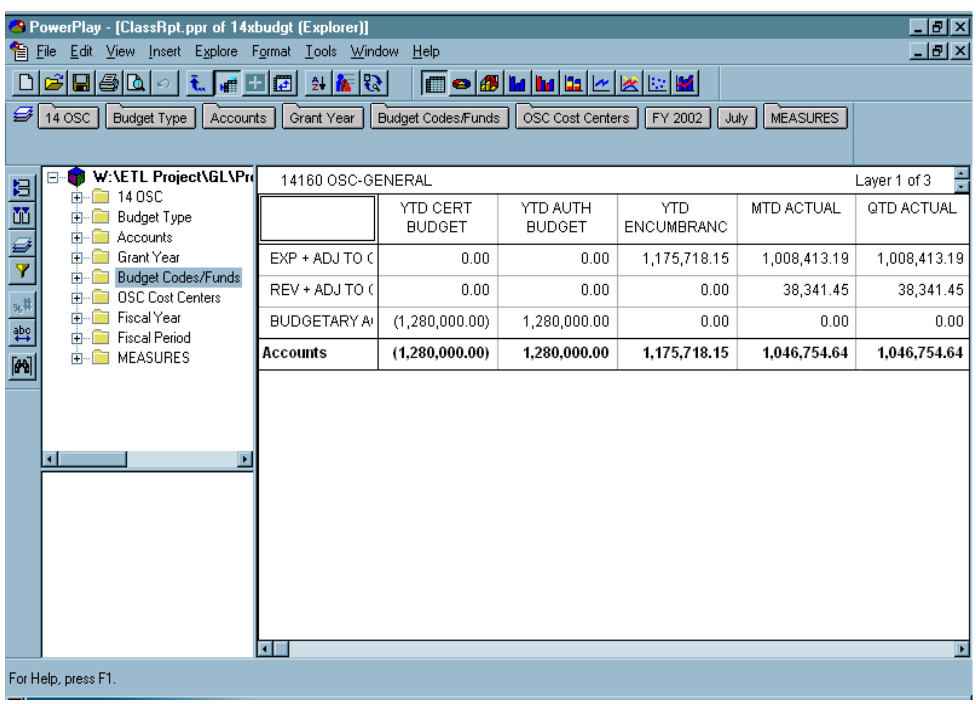
> A warning message appears when toggling from Reporter to Explorer. If you want to keep your report as it is, you should save it before toggling to Explorer since Explorer does not have the same functionality as Reporter.

NOTES



2. Click on the **OK** button on the warning box.

The DSS toggles to Explorer. Notice that the parent category ACCOUNTS and the child categories of ACCOUNTS appear.



NOTES

If you want to retain both Reporter and Explorer versions of a report, you can duplicate a report from one mode to the other. Click on **File** from the menu bar and then click on **Duplicate As**.

If the function is not available in Explorer, it will be lost when toggling from Reporter. An example of lost functionality would be calculations.

The undo buffer is reset when you change from Explorer to Reporter and vice versa; therefore, any changes made before toggling cannot be undone.

The following walkthrough demonstrates how to close a report.

WALKTHROUGH: Closing a Report

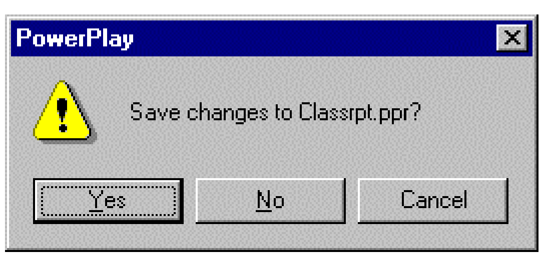
SCENARIO
You are now ready to close your report.

Walkthrough Objective:

❒ Close the report.

To close the report:

1. Click on the upper right hand ☒.



2. Click on **No** in the warning box.

This activity provides practice in creating a custom report. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

NOTES

ACTIVITY: Creating a Custom Report

SCENARIO

You are responsible for the General Administrative Supplies for your agency. To help you review your month-to-date expenditures, you decide to create a custom report using the GL Budget Code Control report for your agency.

Create your custom report so that it shows your month to date actual expenditures by budget code for General Administrative Supplies (Acct. # 5331XX) for the current year. This report will be named **custom1.ppr** and you will use it later.

Filter the data by using these dimensions:
2002 (Fiscal Year)
MTD ACTUAL (MEASURES).

Activity Objectives:

- ❐ Open the GL Budget Code Control report.
- ❐ Toggle to Reporter.
- ❐ Resize your dimension line.
- ❐ Filter for the current fiscal year.
- ❐ Filter for MTD ACTUAL.
- ❐ Delete all.
- ❐ Add months as columns.
- ❐ Add detailed 5331XX account as rows.
- ❐ Add Budget Codes as layers.

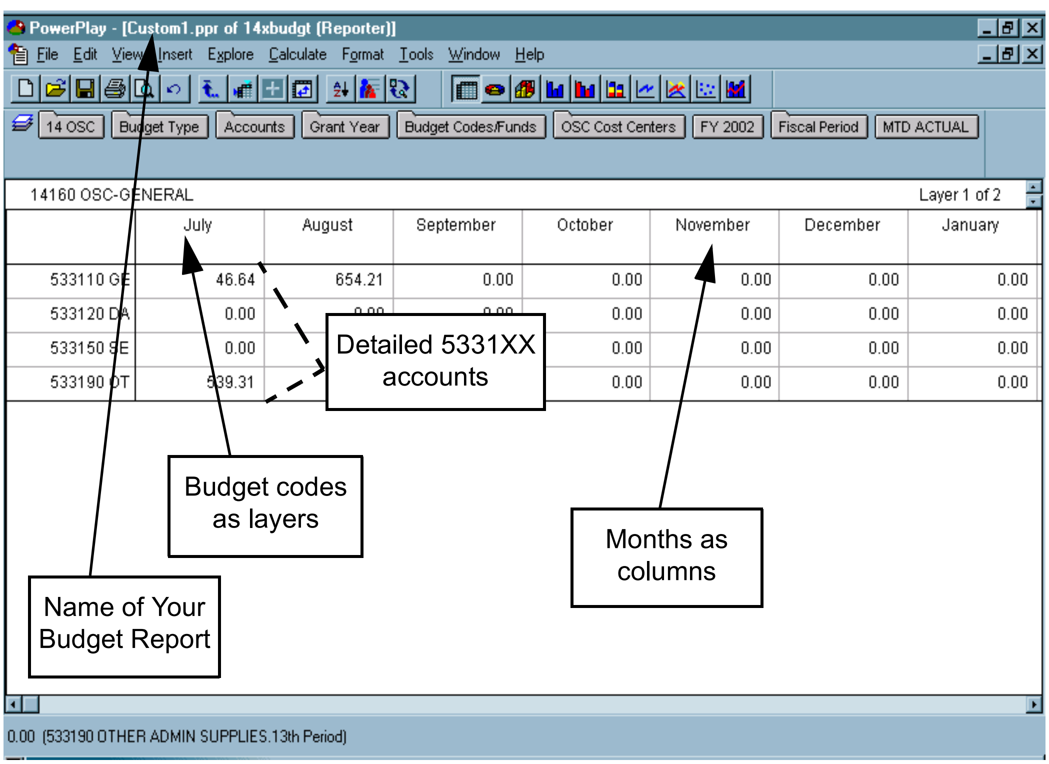
Use the following diagram as a guide to create your custom report. When you are finished, save and close the report.

NOTES

BUDGET CODES													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	13th PER
5331XX													
5331XX													
5331XX													
5331XX													

For assistance with this activity, refer to the *Steps for Completing the Activity on Creating a Custom Report* and the *Sample Solution* on the following pages or ask the instructors for help.

Sample Solution for the Activity on Creating a Custom Report



NOTES

Steps for Completing the Activity on Creating a Custom Report

To open your agency's GL Budget Code Control report from the Agency Management Analysis Select Menu:

1. Click on the **down arrow** beside the *Please Pick an Agency Below* drop-down menu to get a list of agencies available to you.
2. Click on the **scroll bar** until your agency is visible.
3. Click on **Your Agency** from the drop-down Menu screen.
4. Click on the **down arrow** of the VIEWS list field to display a drop-down list of available Explorer reports.
5. Click on **GL Budget Code Control** to select it from the Explorer reports list box.
6. Click on the **Launch** button.

To select the database:

7. Click on the **OK** button.
8. Select **Your Agency xbudgt. mdc** (database) from the file name list in the *Choose a Local Cube* window.
9. Click on the **OK** button.

To toggle to Reporter Mode:

10. Click on the **Explorer < -- > Reporter** button on the toolbar. 

To resize the dimension line:

11. Position the cursor on the edge of the dimension line until a double-headed arrow appears.
12. Click and drag the dimension line until it is doubled in size.

To filter for the current fiscal year and MTD Actual:

13. Position the cursor over **Fiscal Year** on the dimension line.
14. Click on the **current fiscal year** from the dimension list.
15. Position the cursor over **MEASURES** on the dimension line.

NOTES

16. Click on **MTD ACTUAL** from the dimension list.

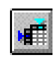
To delete all columns/rows/layers:

17. Press the Ctrl + A keys.

    - Select all can be performed from the menu bar by clicking on **Edit** and then placing the cursor over **Select**. Then click on **All** from the drop-down menu.

18. Press the Delete key.

To open the Dimension Viewer:

19. Click on the **Dimension Viewer** button on the toolbar. 

To add months as columns:

20. Click on **Fiscal Period** on the Dimension Viewer.
21. Click on the **Lowest level children of** button on the Dimension Viewer toolbar.
22. Drag **Fiscal Period** to the right of the home area. A heavy line appears. Release the mouse button.

To add all 5331XX accounts as rows:

23. Double click on the **ACCOUNTS** dimension on the Dimension Viewer to drill down.
24. Double click on **EXP + ADJ TO CASH** to drill down.
25. Double click on **EXPENDITURES** to drill down.
26. Double click on **533 SUPPLIES** to drill down.
27. Click on **5331 GENERAL ADMINISTRATIVE SUPPLIE** to select it.
28. Click on the **Lowest level children of** button on the Dimension Viewer toolbar.
29. Drag **5331 GENERAL ADMINISTRATIVE SUPPLIE** to the bottom of the home area. A heavy line appears. Release the mouse button.

To add BUDGET CODES as layers:

30. Click on the **BUDGET CODES/FUNDS** dimension on the Dimension Viewer to select it.

NOTES

31. Click on the **Next level children of** button on the Dimension Viewer toolbar. Lowest level children of would have added the lowest level, which is Funds.

32. Drag **BUDGET CODES/FUNDS** to the layer target. 

To save the report:

33. Click on **File** on the menu bar.

34. Click on **Save As** from the drop-down menu and save to **c:\ncas-dss\custom**.

35. Type **custom1** in the FILE NAME field of the *Save As* dialog window.

36. Click on the **Save** button.

To close Reporter:

37. Click on the upper right hand .

You have successfully created a customized report.

SUMMARY

This section of the handbook introduced the DSS Reporter mode and used walkthroughs to demonstrate several basic techniques to create custom reports by:

- Opening Reporter from Explorer.
- Drilling down on a dimension summary point to uncover more detailed information in a report.
- Drilling up on a dimension summary point to reduce detailed information in a report.
- Deleting data in a report.
- Adding dimensions to a report.
- Saving and closing a custom report.
- Toggling from Reporter to Explorer.

Modifying Custom Reports (Reporter Mode)

NCAS & DSS Overview	Accessing & Viewing DSS Data	Adding Layers	Nesting Dimensions (Explorer Mode)
Creating Custom Reports (Reporter Mode)	**Modifying Custom Reports (Reporter Mode)**	Formatting, Printing and Exporting	

Overview

This section describes how to change custom reports by:

- Adding a calculation row, column, or layer.
- Adding a blank row or column.
- Adding an underline.
- Moving a row, column, or layer to another location.
- Swapping rows, columns, and layers.

First, you are going to open the OSC report you saved earlier.

Custom Reporter reports retrieve data from databases which are updated nightly by the OSC. When opening custom reports at a future date, you should see the same rows, columns, and layers, but with updated data.

Opening a Custom Report

The following walkthrough demonstrates how to open your customized report.

WALKTHROUGH: Opening a Custom Report

SCENARIO

You are a manager at the OSC. You want to open a customized report that you created earlier to see the updated data.

NOTES

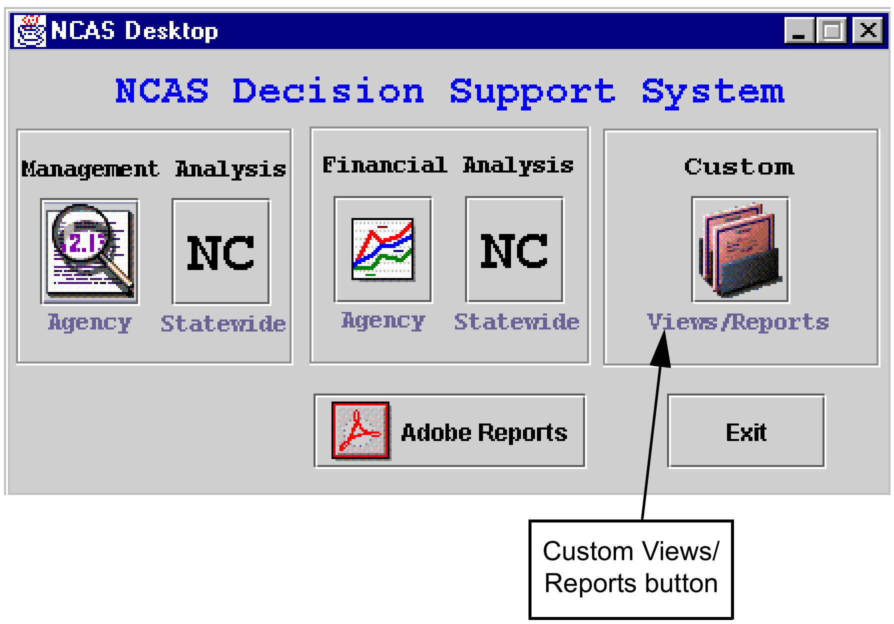
Walkthrough Objectives:

- ❐ Open the custom Reporter report.
- ❐ Close the Dimension Viewer.
- ❐ Resize the dimension line.

To open a customized report:

1. Click **Exit** on the *Management Analysis Select* menu.

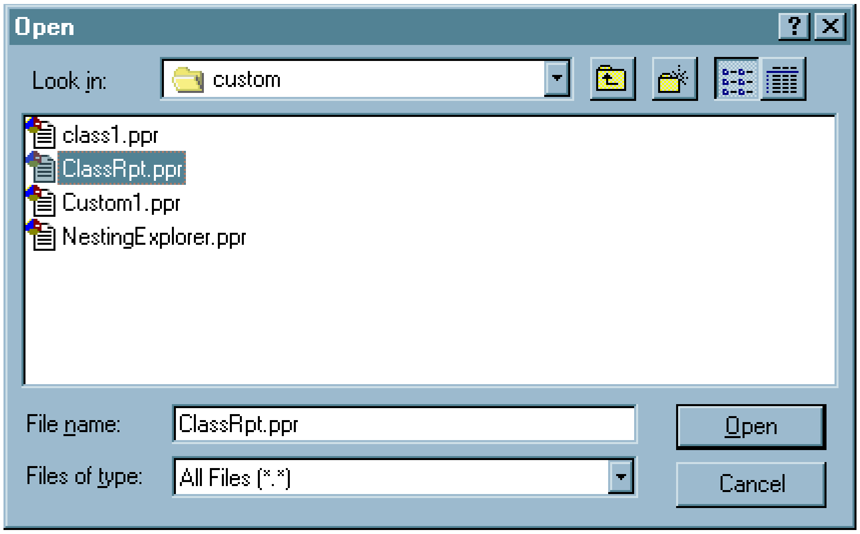
   The DSS displays the *Executive Desktop* main menu.



2. Click on the **Views/Reports** button in the Custom section of the *NCAS Desktop* main menu.

   The DSS displays the Open dialog box and automatically displays the default directory, c:\ncasdss\custom. If the report has been saved in another directory, select the appropriate directory.

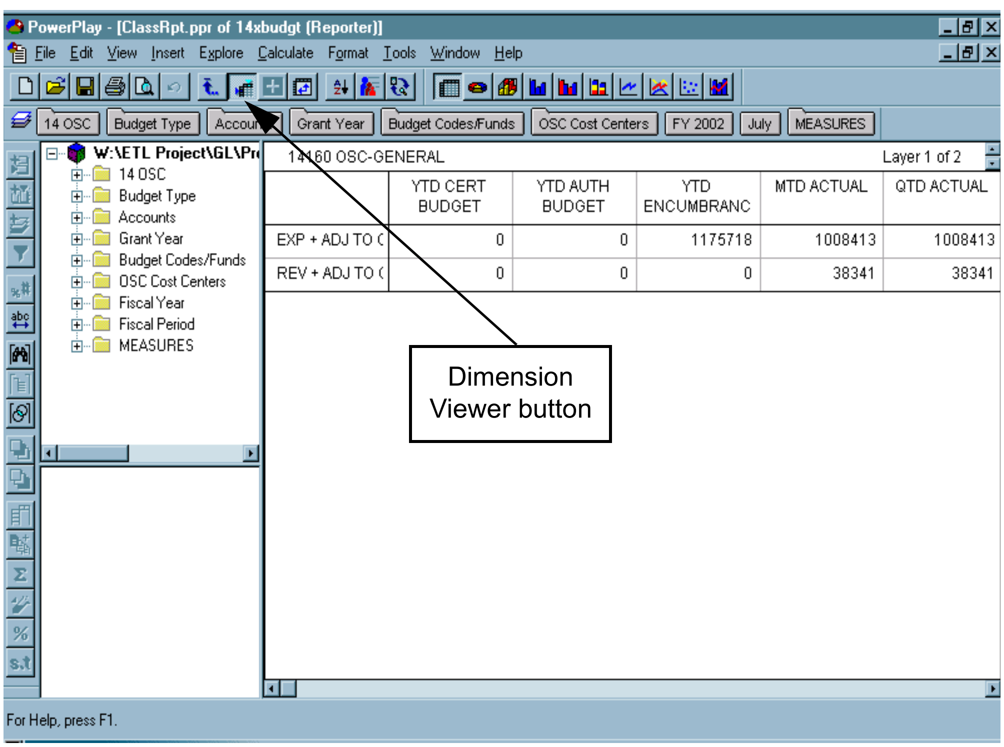
NOTES



3. Click on **ClassRpt.ppr**.

4. Click on the **Open** button.

You have now successfully opened your customized report.



To close the Dimension Viewer:

5. Click on the **Dimension Viewer** button on the toolbar.

NOTES

To resize the dimension line:

6. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

7. Click and drag the dimension line until it is doubled in size.

Frequently, information in financial reports is used in calculations. In Reporter, calculations can be created using rows, columns, or layers in the report.

Calculations are often used for computing:

- An increase of a certain percent in expenses.
- The percentage of total expenditures that a specific expenditure represents.
- The total of customized groupings of revenue or expenditure categories.
- The excess of expenditures over revenues (or appropriations).

Adding a Calculated Row

The following walkthrough demonstrates how to add a row calculation to a report. A subsequent walkthrough covers adding a column calculation to a report.

WALKTHROUGH: Adding a Calculation Row to a Report

SCENARIO

You find that your customized report is very useful for figuring appropriations. Appropriations can be calculated by subtracting revenues from expenditures. You decide to add a calculation row called APPROPRIATION to the report.

Walkthrough Objective:

❒ Add a calculation row APPROPRIATION.

To select the rows to be used in the calculation:

NOTES

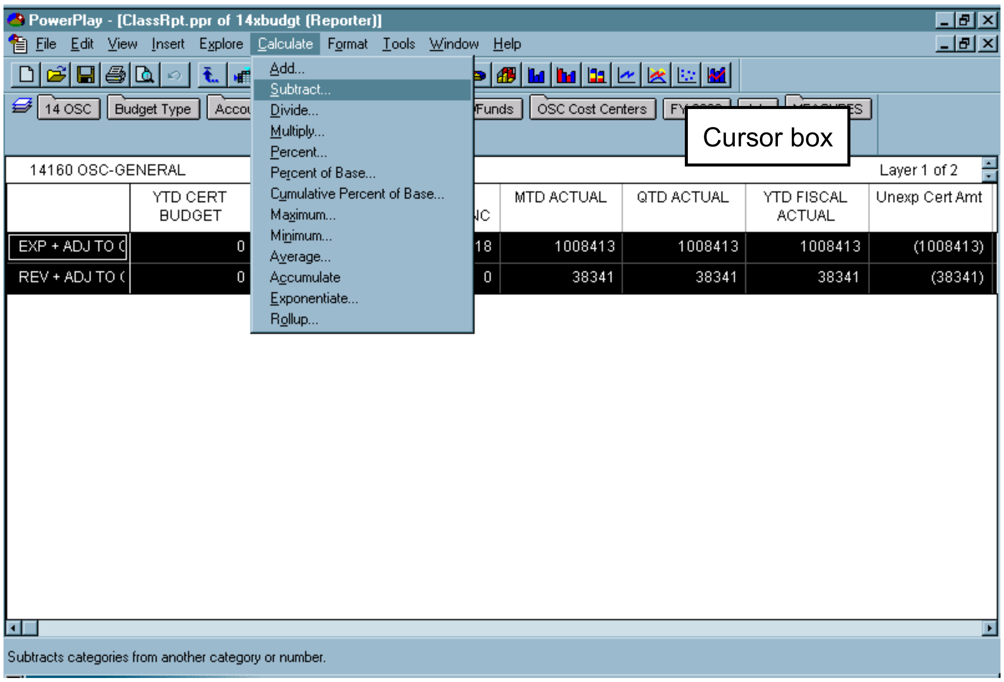
1. Click on **REV + ADJ TO CASH**.

2. Press and hold down [Shift].

3. Click on **EXP + ADJ TO CASH**.

4. Release [Shift].

Notice the cursor box around EXP + ADJ TO CASH. The calculated row will be inserted beneath the cursor box.



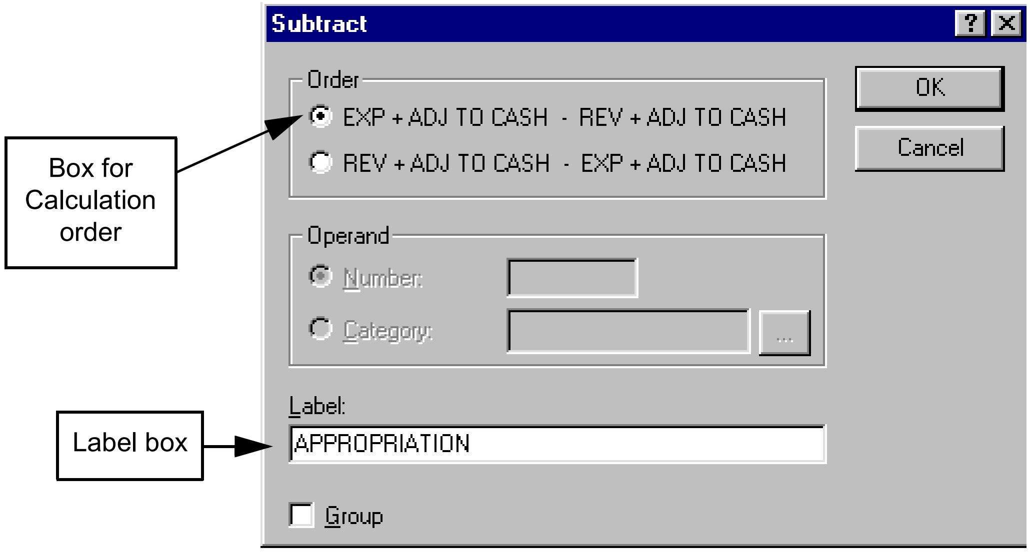
To set up the calculation:

5. Click on **Calculate** on the menu bar.

6. Click on **Subtract** from the drop-down menu.

NOTES

The DSS displays the Subtract dialog box.



To select the appropriate calculation:

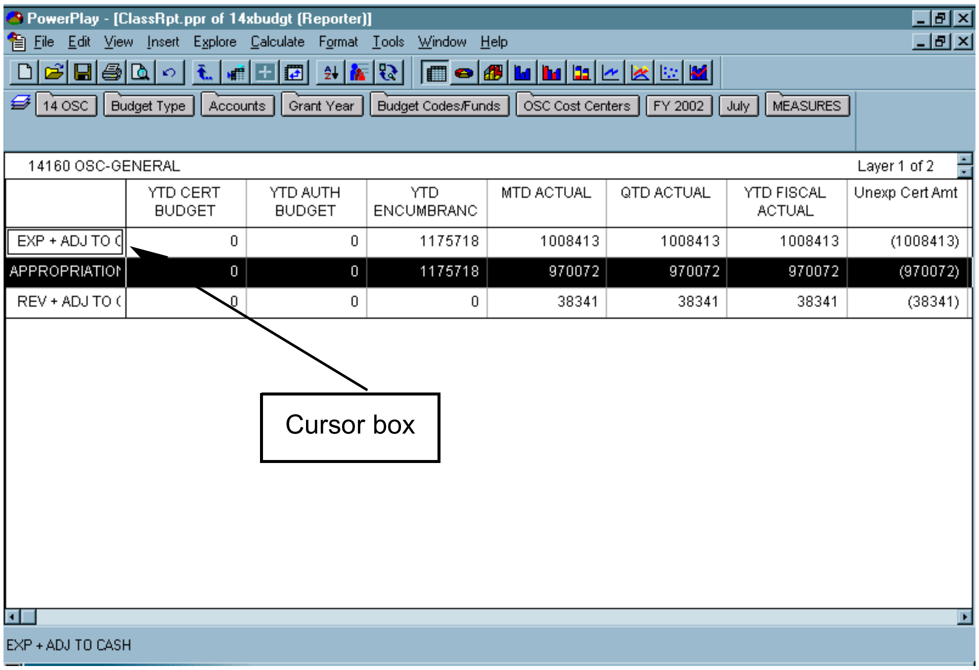
7. Click on the option button for **EXP + ADJ TO CASH - REV + ADJ TO CASH**.

To change the label title:

8. Type **APPROPRIATION** in the Label box. Click the **OK** button.

Notice that the calculation appears in the row below the location of the cursor box.

NOTES



You have successfully completed the calculation row.

Working with Rows

Sometimes a report can be improved by moving a row to another location. In Explorer, the MEASURES dimension is the only dimension that allows a row, column or layer to be moved; however, Reporter allows any dimension to be moved.

The following walkthrough demonstrates how to move a row in a Reporter report.

WALKTHROUGH: Moving a Row

SCENARIO

Now that you have created the APPROPRIATION calculation row, you want to move it to the bottom of the customized report.

Walkthrough Objective:

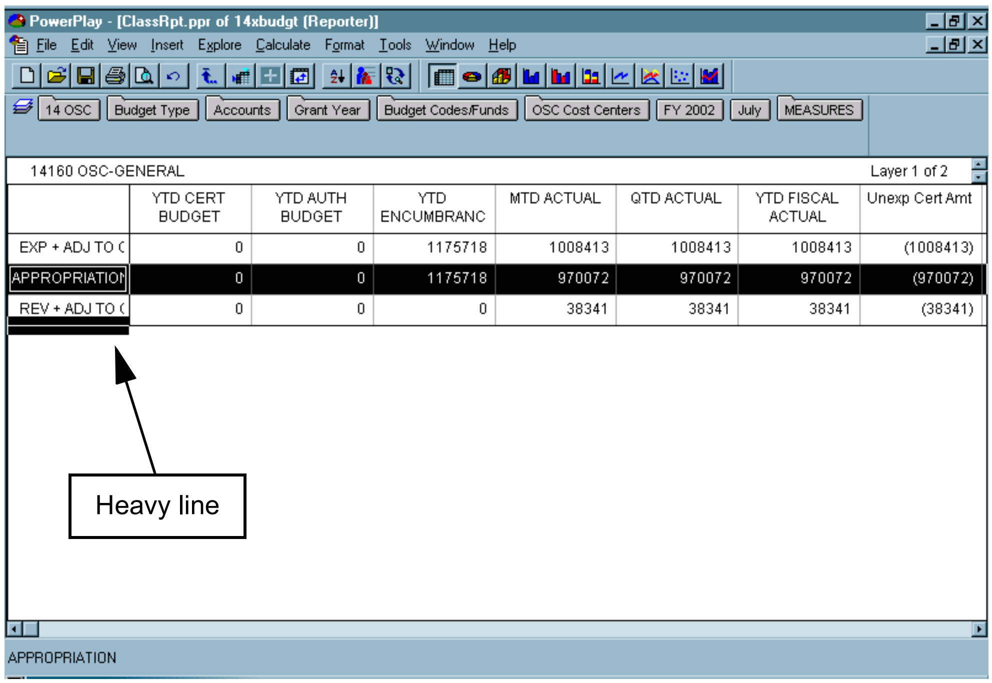
❒ Move the APPROPRIATION row to the bottom row.

NOTES

To move the APPROPRIATION calculation row to another location:

1. Click on the row label, **APPROPRIATION,** and release. The APPROPRIATION row is now highlighted.

2. Click again on **APPROPRIATION** and hold down the left mouse button.

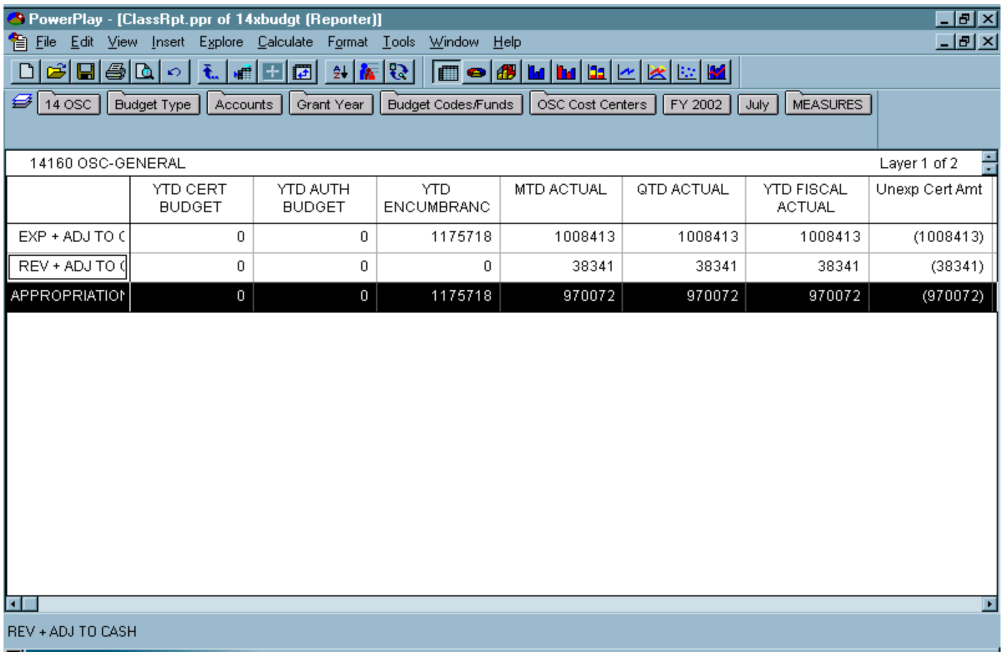


3. Drag the **APPROPRIATION** row to the bottom row. Notice the heavy line that shows the position where the row will be placed. Release the mouse button.

   Notice that moving the row requires clicking once on the label to select it and once more to move it to a new location.

You have successfully moved APPROPRIATION down one row.

NOTES



	YTD CERT BUDGET	YTD AUTH BUDGET	YTD ENCUMBRANC	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt
EXP + ADJ TO C	0	0	1175718	1008413	1008413	1008413	(1008413)
REV + ADJ TO C	0	0	0	38341	38341	38341	(38341)
APPROPRIATION	0	0	1175718	970072	970072	970072	(970072)

When a calculation is moved to another location, the calculation does not change.

Unlike spreadsheet applications (e.g., Excel), a DSS calculation remains the same even if the rows, columns, or layers used to create it are deleted. This occurs because DSS retrieves data from the data-base dimension points, not from the data cells.

WALKTHROUGH: Adding a Blank Row or Column

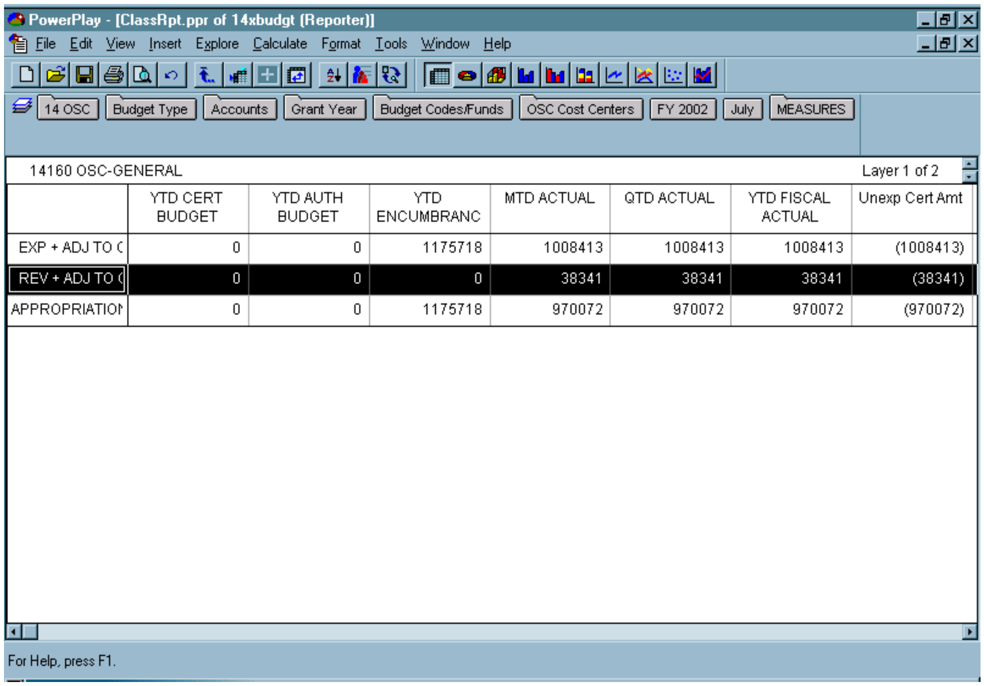
SCENARIO

You would like to set off your calculation by adding a blank row above it. You would also like to add underlining to signify that APPROPRIA-TION is a calculated row.

Walkthrough Objectives:

- ❒ Add a blank row before APPROPRIATION.
- ❒ Add underline formatting for APPROPRIATION.

NOTES



To add a blank row:

1. Click on **REV + ADJ TO CASH** to select it.

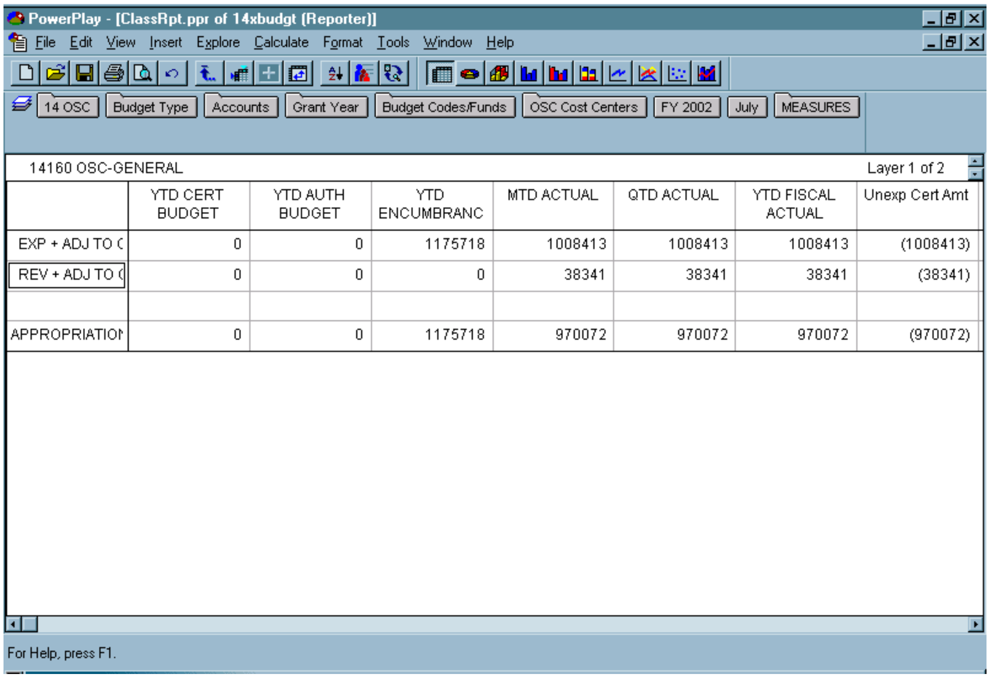
   Choose the row above the place where you want a blank row added or choose the column to the left of where you want a blank column added.

2. Click on **Insert** on the menu bar.

3. Click on **Blank(s)** from the drop-down menu.

NOTES

The DSS inserts a blank row below the cursor.

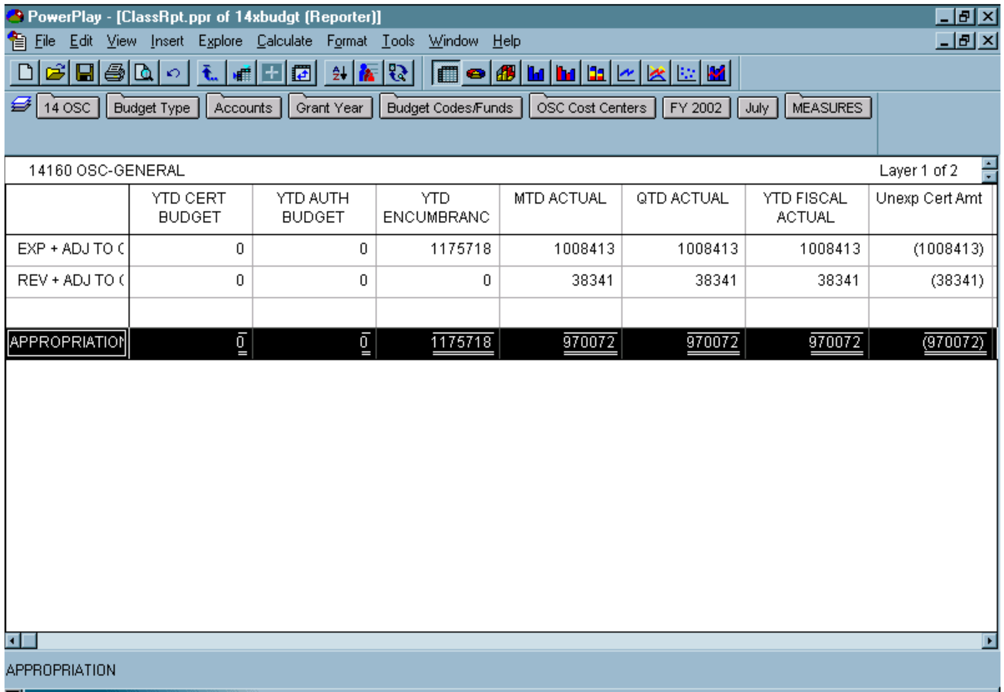


To add double underline formatting:

4. Click on **APPROPRIATION** to select it.
5. Right click the mouse.
6. Position the cursor over **Format Categories** from the pop-up menu.
7. Click on **Values Only**.
8. Click on the **down arrow** beneath Over or underline.
9. Click on **1000000**.
10. Click on the **OK** button.

NOTES

The DSS displays the formatted report.



A calculation can also be added to a report as a column or layer.

Adding a Calculated Column

The following walkthrough demonstrates how to add a calculation column to a Reporter report.

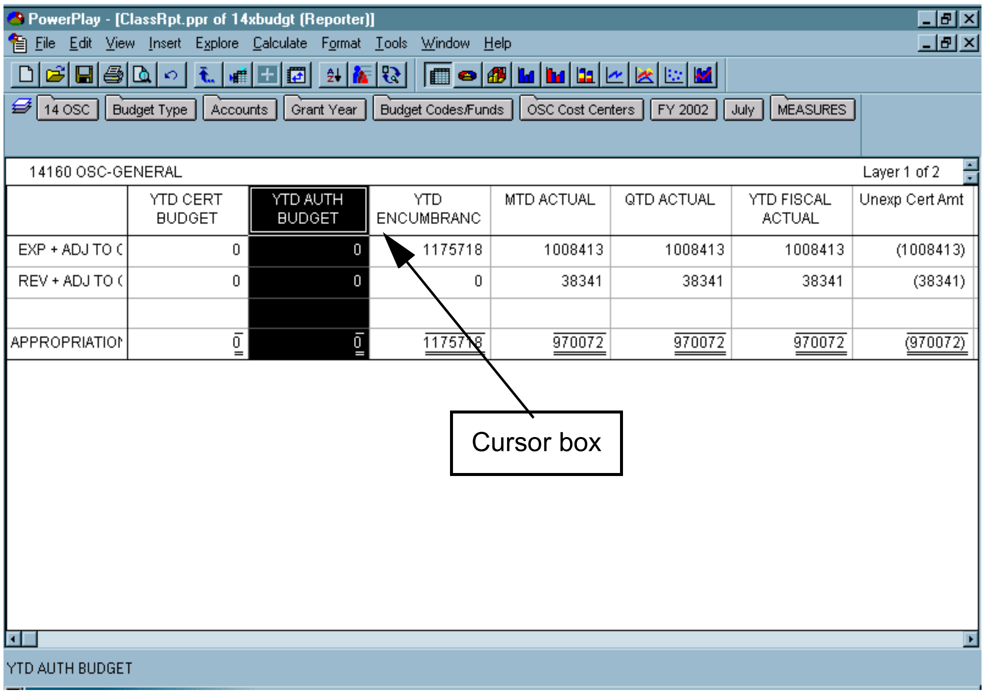
WALKTHROUGH: Adding a Calculation Column to a Reporter Report

SCENARIO
The General Assembly has passed a 4% across the board decrease in the authorized budget. As a budget officer, you need to determine the impact of this decrease on the department's budget. You decide to use your customized report and add a calculation column that displays the decreased authorized budget.

Walkthrough Objective:

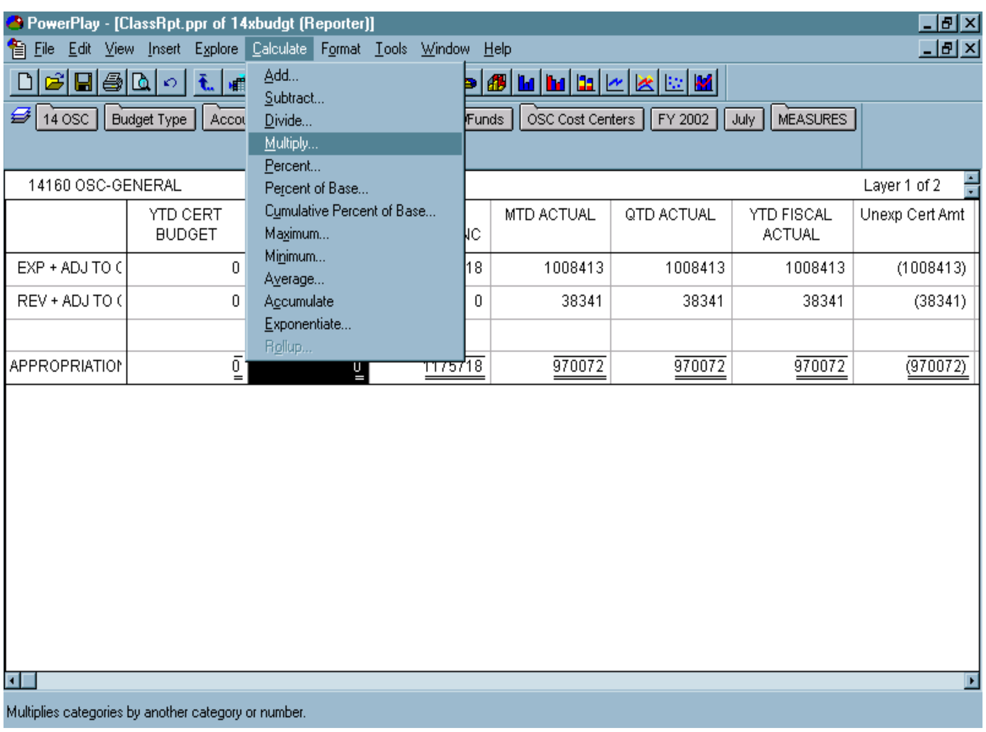
❒ Add a calculation Column equal to 96% of authorized budget.

NOTES



To select the column that will be used in the calculation:

1. Click on the column label **YTD AUTH BUDGET** to highlight it. Notice the location of the cursor box.

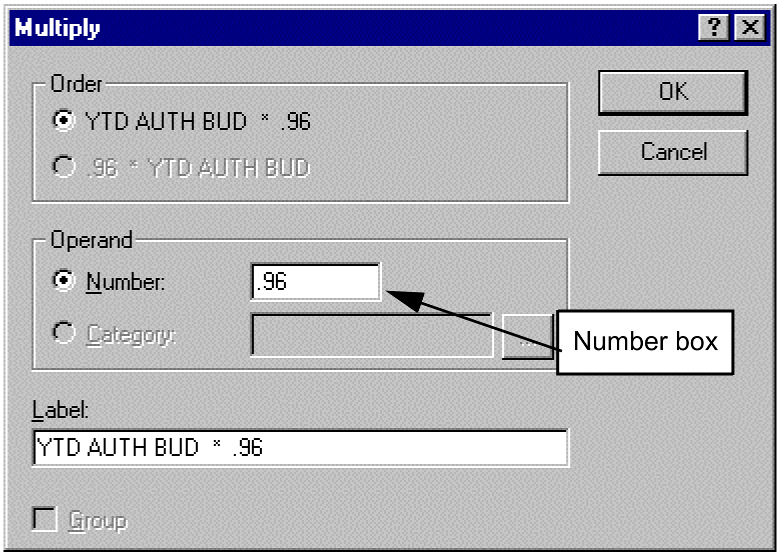


NOTES

To set up the calculation:

2. Click on **Calculate** on the menu bar.
3. Click on **Multiply** from the drop-down menu.

The DSS displays the *Multiply* dialog window.

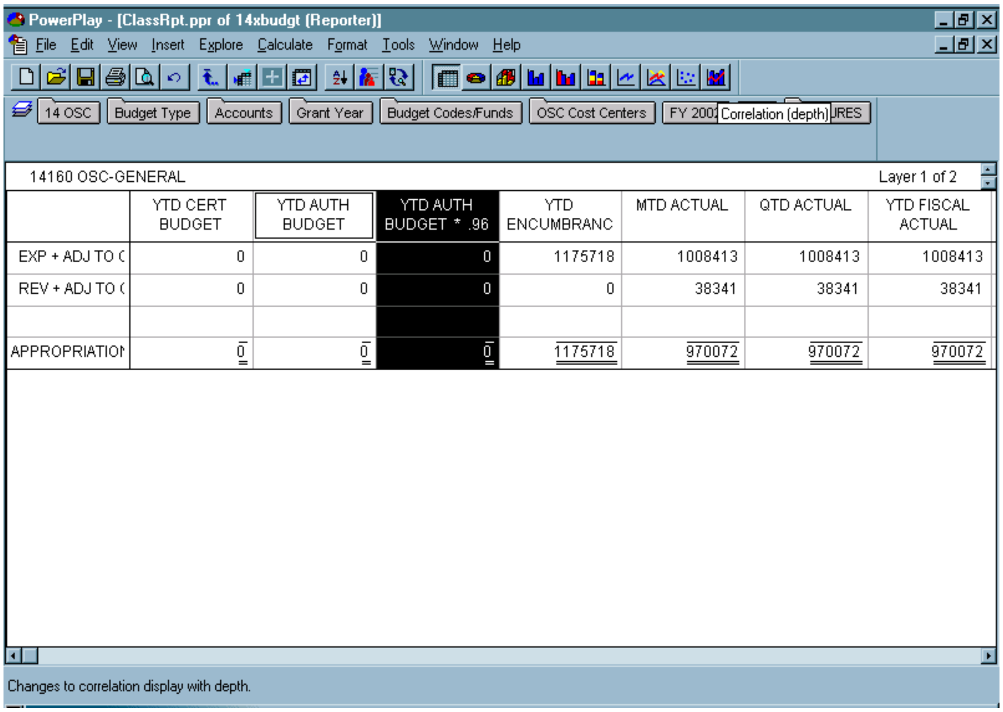


To indicate the number for the calculation:

4. Type **.96** in the Number box.
5. Click on the **OK** button.

NOTES

You have created a calculation column placed to the right of the cursor box. The DSS highlights the calculation column.



You have now successfully added a calculation column to show you what your new budget will be with the 4% decrease.

Moving a Column

The following walkthrough demonstrates how to move a column to another location.

WALKTHROUGH: Moving a Column

SCENARIO
You like the calculation column, but now want to move it to the first column in the report.

Walkthrough Objective:

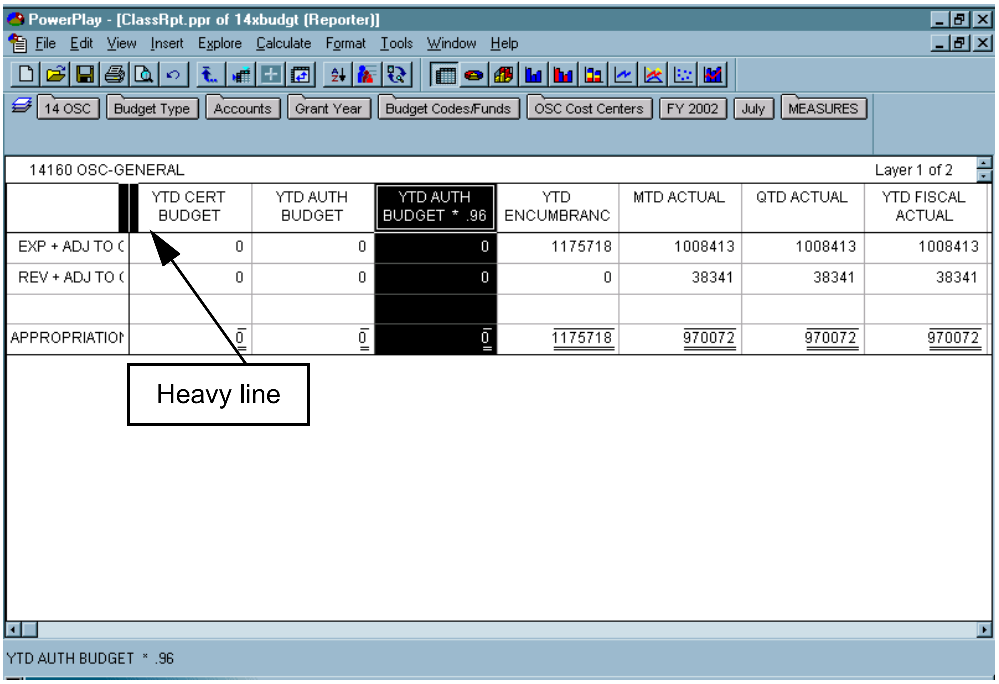
❒ To move the calculation column to another location.

NOTES

To move the CALCULATION column to another location:

1. Click on the **CALCULATION** column label and release.

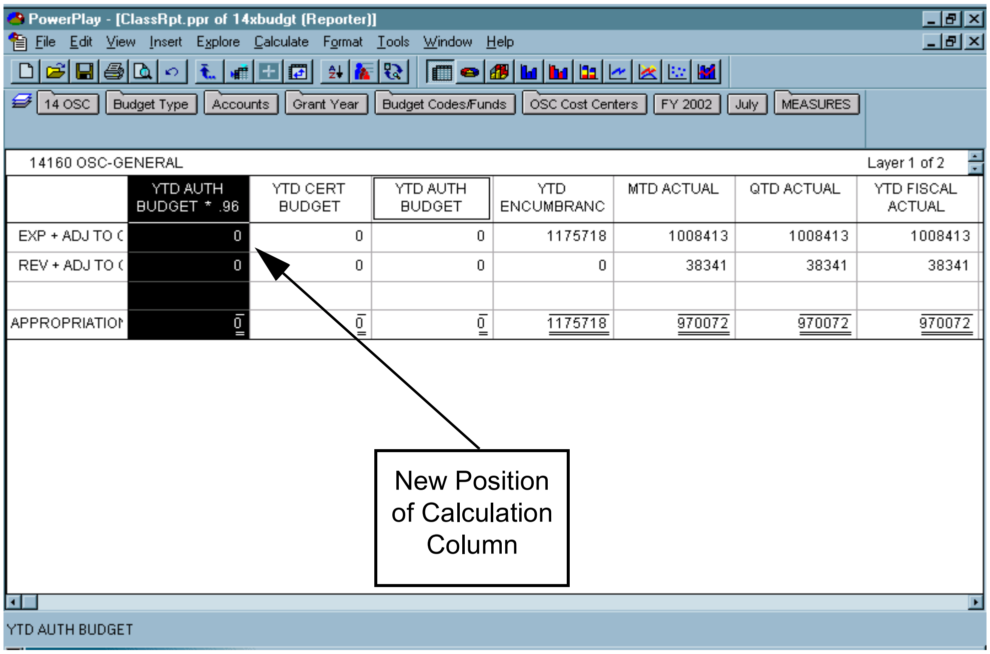
2. Click again on **CALCULATION** column label and hold down the left mouse button.



3. Drag the column label to the left, all the way to the right border of the home area. Notice the heavy line that shows the “drop zone”. Release the mouse button.

You have successfully moved the CALCULATION column to the first position.

NOTES



Working with Layers

Layers can also be moved in Reporter Mode by makig use of the Swap feature, as demonstrated by the following walkthrough.

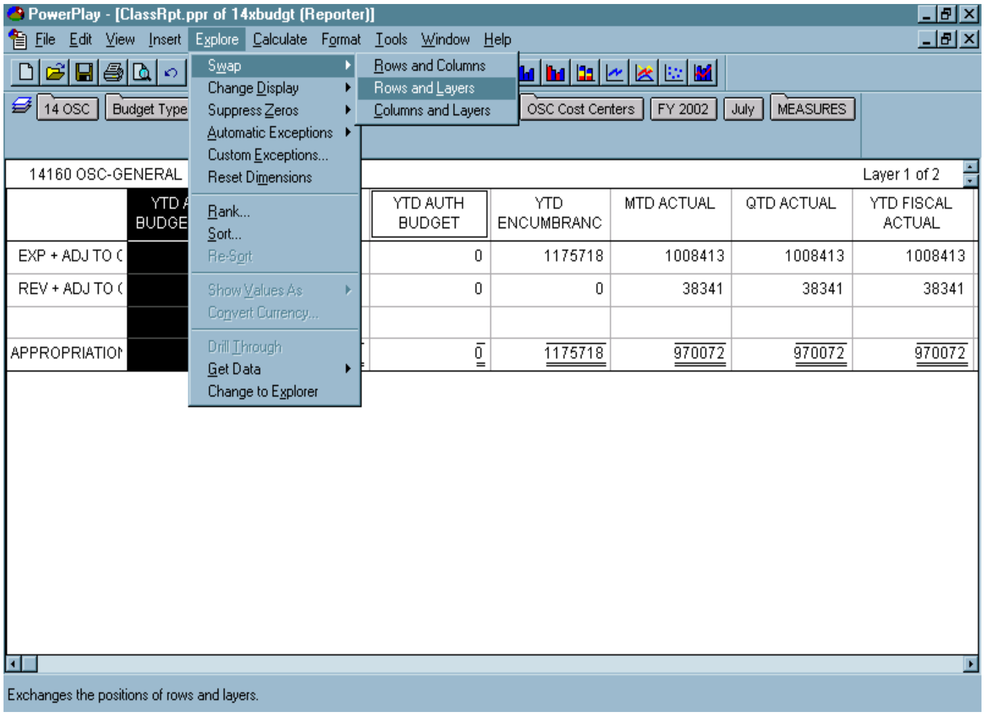
WALKTHROUGH: Swapping Rows and Layers

SCENARIO
You think your customized report might be improved if you switch the rows and layers.

Walkthrough Objective:

❒ Switch the rows and layers

NOTES

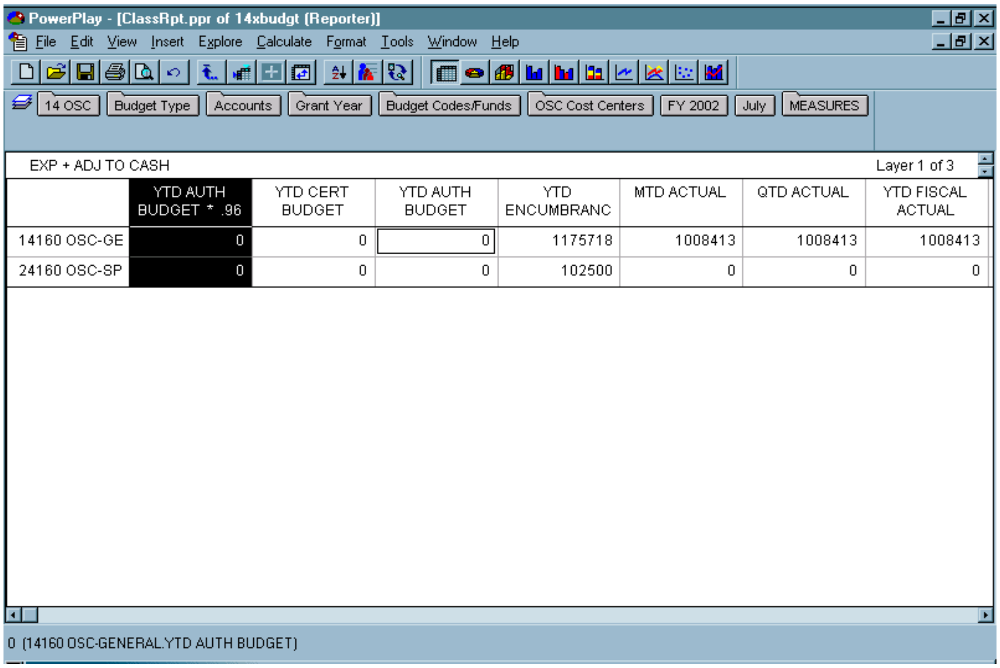


To swap rows and layers:

1. Click on **Explore** on the menu bar.
2. Position the cursor over **Swap** from the drop-down menu.
3. Click on **Rows and Layers** from the drop-down menu.

The rows and layers are now swapped on your report.

NOTES



WALKTHROUGH: Moving Layers

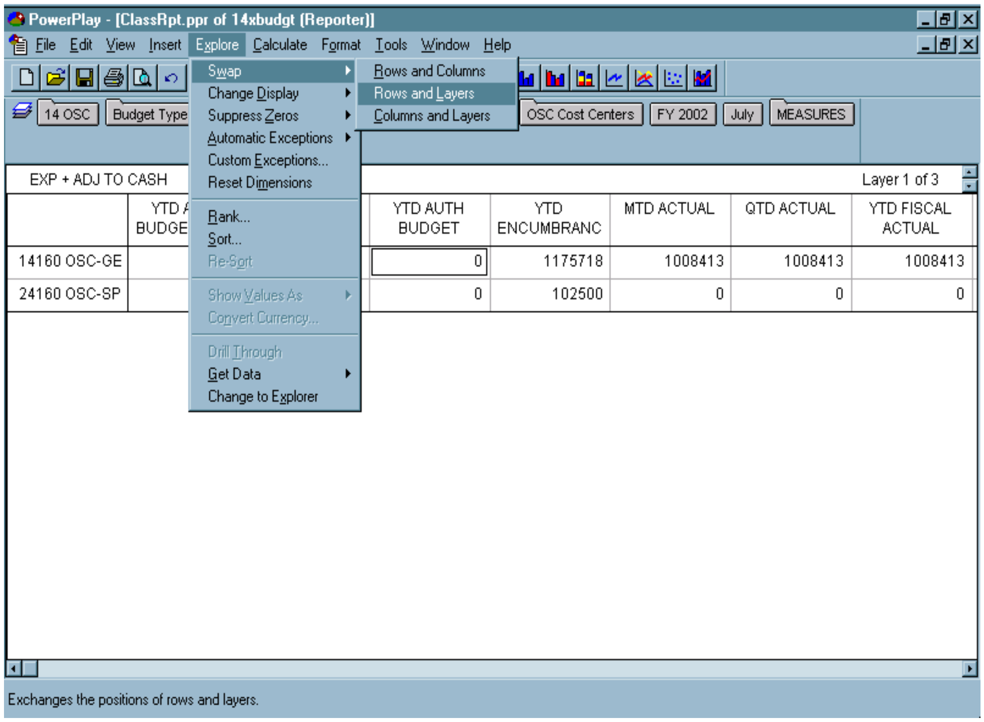
SCENARIO
Your appropriations' calculation is currently your third layer. You decide it will improve your report if appropriations is the first layer.

Walkthrough Objectives:

❒ Move the last layer to the first layer.

1. Swap rows and layers.
2. Move the row.
3. Swap rows and layers again.

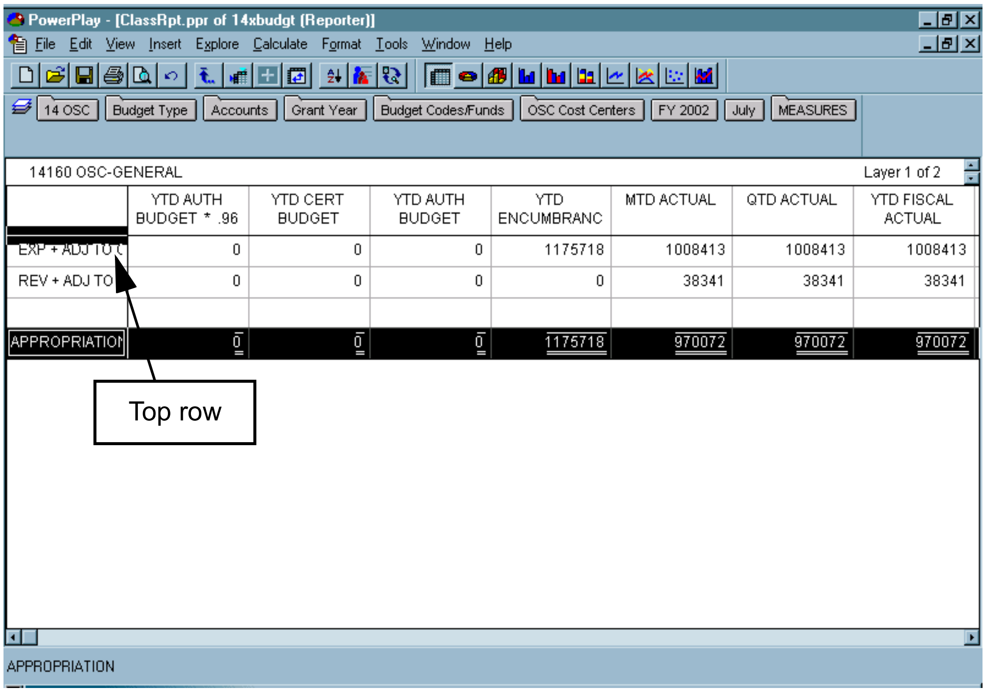
NOTES



To swap rows and layers:

1. Click on **Explore** on the menu bar.
2. Position the cursor over **Swap** from the drop-down menu.
3. Click on **Rows and Layers** from the drop-down menu.

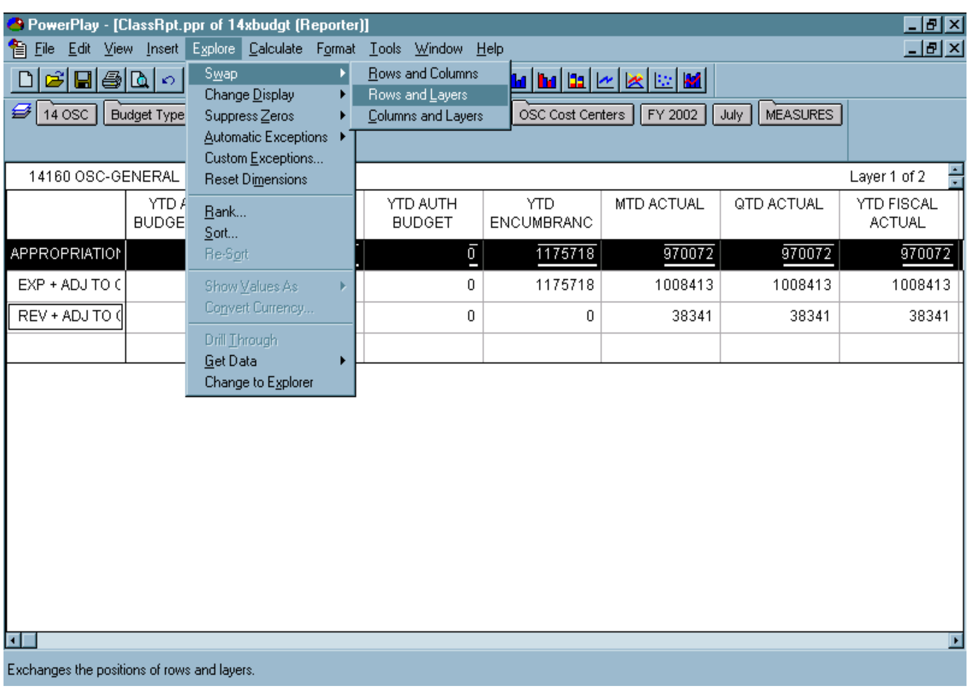
NOTES



To move a row:

4. Click on the row label **APPROPRIATION**, then release the mouse button.

5. Click and hold on the row label **APPROPRIATION** and drag it upwards to the bottom of the home area.



NOTES

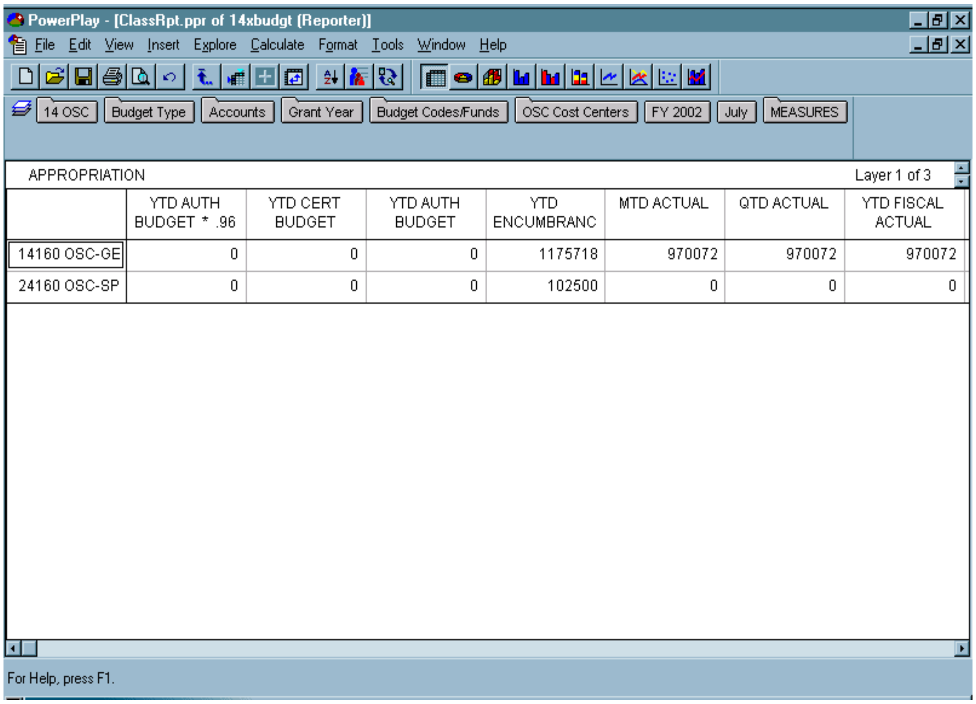
To swap rows and layers:

6. Click on **Explore** on the menu bar.

7. Position the cursor over **Swap** from the drop-down menu.

8. Click on **Rows and Layers** from the drop-down menu.

You have now successfully moved APPROPRIATION to be the first layer.



NOTES

This activity is designed to provide practice changing a custom report by adding calculation columns. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

ACTIVITY: Changing a Report (Reporter Mode)

SCENARIO

You are responsible for the general administrative supplies for your agency. You want to review your general administrative expenses at the end of each quarter for the FY2002.

Open the custom report named **custom1.ppr** that you created in the previous activity. Change the report by adding calculation columns to show the year to date actual and quarter to date actual expenditures for each quarter for General Administrative Supplies (Acct. 5331XX) for Fiscal Year 2000.

Use the following diagram to guide you in creating your custom report. When you are finished, save the report as **custom1_modified.ppr**.

Activity Objectives:

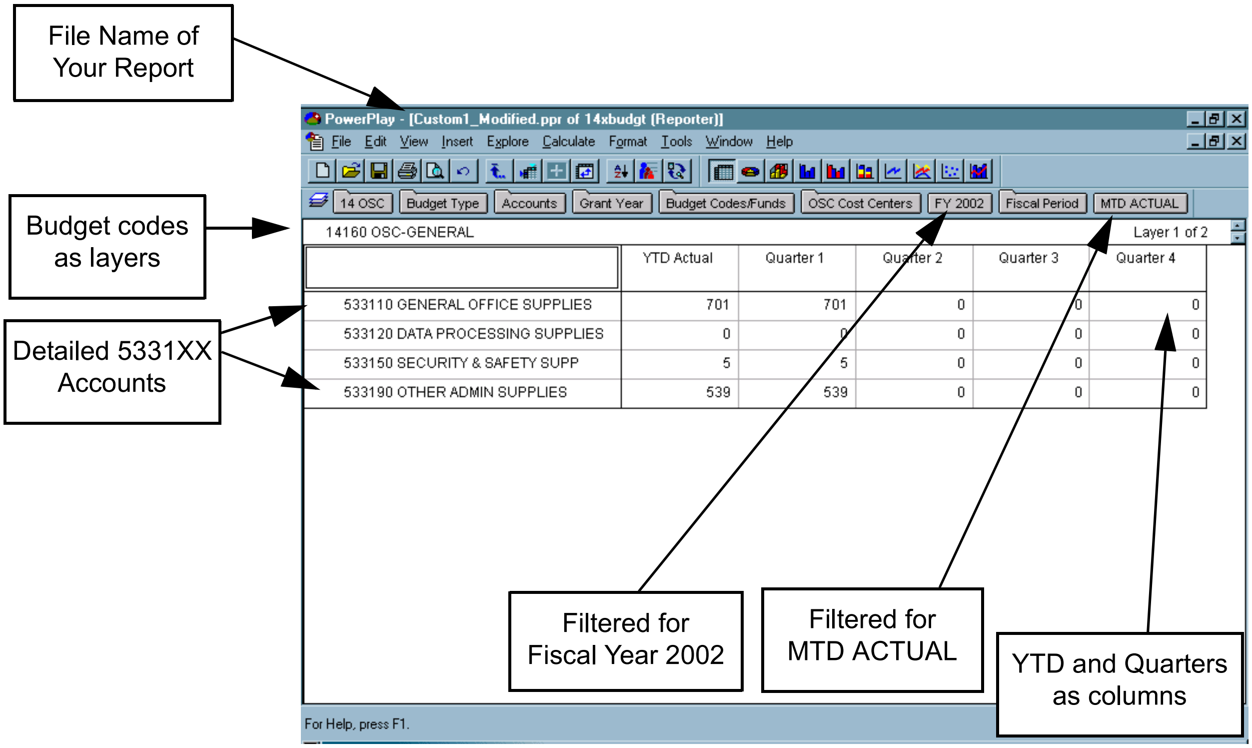
- ❒ Open the **custom1.ppr** report.
- ❒ Resize the dimension line.
- ❒ Calculate quarters 1- 4.
- ❒ Delete months from the report.
- ❒ Delete the 13th period.
- ❒ Calculate YTD ACTUAL.
- ❒ Save the new version of your report as **custom1_modified.ppr.**

BUDGET CODES					
	YTD Act	**Quarter 1**	**Quarter 2**	**Quarter 3**	**Quarter 4**
5331XXX					
5331XXX					
5331XXX					

For assistance with this activity, refer to the *Steps for Completing the Activity on Creating a Custom Report* and the *Sample Solution* on the following pages or ask the instructors for help.

NOTES

Sample Solution for the Activity on Changing a Custom Report (Reporter Mode)



Steps for Completing the Activity on Creating a Custom Report (Reporter Mode)

To open your custom report using Windows Explorer:

1. Using Windows Explorer, locate your report file *Custom1.ppr* and double click on the file name to open it.

To resize the dimension line:

2. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

3. Click and drag the dimension line until it doubles in size.

To add the Quarter 1 calculation and delete the 1st Quarter's months:

4. Click on the column label **July**.

NOTES

5. Press and continue to hold down the [⇧Shift] key.
6. Click on the column label **September**.
7. Release the [⇧Shift] key.
8. Click on **Calculate** on the menu bar.
9. Click on **Add** to select it from the drop-down menu.
10. Type **Quarter 1**.
11. Click on the **OK** button.
12. Click on the column label **July**.
13. Press and continue to hold down the [⇧Shift] key.
14. Click on the column label **September**.
15. Release the [⇧Shift] key.
16. Press the [Delete] key.

To add the Quarter 2 calculation and delete the 2nd Quarter's months:

17. Click on the column label **October**.
18. Press and continue to hold down the [⇧Shift] key.
19. Click on the column label **December**.
20. Release the [⇧Shift] key.
21. Click on **Calculate** on the menu bar.
22. Click on **Add** to select it from the drop-down menu.
23. Type **Quarter 2**.
24. Click on the **OK** button.
25. Click on the column label **October**.
26. Press and continue to hold down the [⇧Shift] key.
27. Click on the column label **December**.
28. Release the [⇧Shift] key.
29. Press the [Delete] key.

NOTES

To add the Quarter 3 calculation and delete the 3rd Quarter's months:

30. Click on the column label **January**.
31. Press and continue to hold down the Shift key.
32. Click on the column label **March**.
33. Release the Shift key.
34. Click on **Calculate** on the menu bar.
35. Click on **Add** to select it from the drop-down menu.
36. Type **Quarter 3**.
37. Click on the **OK** button.
38. Click on the column label **January**.
39. Press and continue to hold down the Shift key.
40. Click on the column label **March**.
41. Release the Shift key.
42. Press the Delete key.

To add the Quarter 4 calculation and delete the 4th Quarter's months:

43. Click on the column label **April**.
44. Press and continue to hold down the Shift key.
45. Click on the column label **June**.
46. Release the Shift key.
47. Click on **Calculate** on the menu bar.
48. Click on **Add** to select it from the drop-down menu.
49. Type **Quarter 4**.
50. Click on the **OK** button.
51. Click on the column label **April**.
52. Press and continue to hold down the Shift key.
53. Click on the column label **June**.
54. Release the Shift key.
55. Press the Delete key.

To delete the 13th period data:

NOTES

56. Click on the column label **13th Period.**

57. Press the Delete key.

To add the YTD calculation:

58. Click on **Edit** on the menu bar.

59. Position the cursor over **Select** from the drop-down menu.

60. Click on **Columns** from the drop-down menu

61. Click on **Calculate** on the menu bar.

62. Click on **Add** to select it from the drop-down menu.

63. Type **YTD Actual**.

64. Click on the **OK** button.

To save and close the report:

65. On the menu bar, click on **File**, then **Save As.**

66. In the **Save As** dialog box, type **Custom1_modified** in the **File name** window, then click on the **Save** button.

67. Close Cognos PowerPlay by clicking on the X in the upper right hand corner of the screen.

Nesting in Reporter

Nesting in Reporter is similar to nesting in Explorer. However, since Reporter mode has different functionality than Explorer mode, there are some differences. In Explorer, there is one “drop zone” that is represented by a long bar. This allows nesting for all rows or all columns. In Reporter, there is an additional “drop zone” that is represented by a short bar. The short bar allows you to add a nesting to an individual row or column.

NOTES

WALKTHROUGH: Adding a Long Bar Row Nesting

SCENARIO
You have decided to start a custom report from scratch using 14XBUDGT.MDC. First, delete all. Then add back EXP + ADJ TO CASH and REV + ADJ TO CASH as rows. Do a left nesting of Budget Codes.

Walkthrough Objectives:

❒ Open 14XBUDGT.MDC.

❒ Toggle to Reporter Mode.

❒ Resize the Dimension Line.

❒ Delete all.

❒ Open the Dimension Viewer.

❒ Add rows EXP + ADJ TO CASH and REV + ADJ TO CASH.

❒ Add a left nesting of Budget Codes.

❒ Delete Budget Code 00000.

To open 14XBUDGT.MDC:

1. In Windows Explorer, locate 14XBUDGT.MDC and double click on the file name.

To toggle to Reporter Mode:

2. Click on the Explorer <-> Reporter button.

To resize the dimension line:

3. Position the cursor on the edge of the dimension line until a double-headed arrow appears.
4. Click and drag the dimension line until it doubles in size.

NOTES

To delete all:

5. Press the [Ctrl] + [A] keys.

6. Press the [Delete] key.

   ⬍ From the menu bar choose **Edit**, position the cursor over **Select** from the drop-down menu, and click on **All** from the drop-down menu.

To open the Dimension Viewer:

7. Click on the **Dimension Viewer** button on the toolbar.

8. Position the cursor over the right border of the Dimension Viewer. The cursor changes shape to become a crosshair.

9. Click and drag the border to the right until all dimension titles are visible.

To add rows:

10. Double click on **ACCOUNTS** in the Dimension Viewer.

11. Click on **EXP + ADJ TO CASH** in the Dimension Viewer.

12. Press and continue to hold down the [⇧Shift] key.

13. Click on **REV + ADJ TO CASH** in the Dimension Viewer.

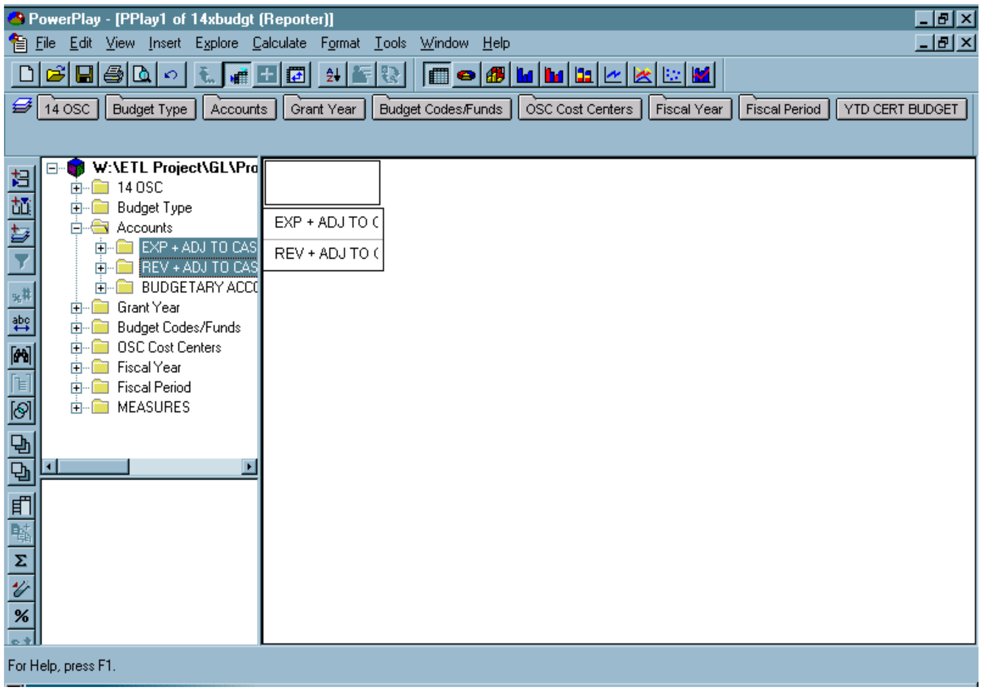
14. Release the [⇧Shift] key.

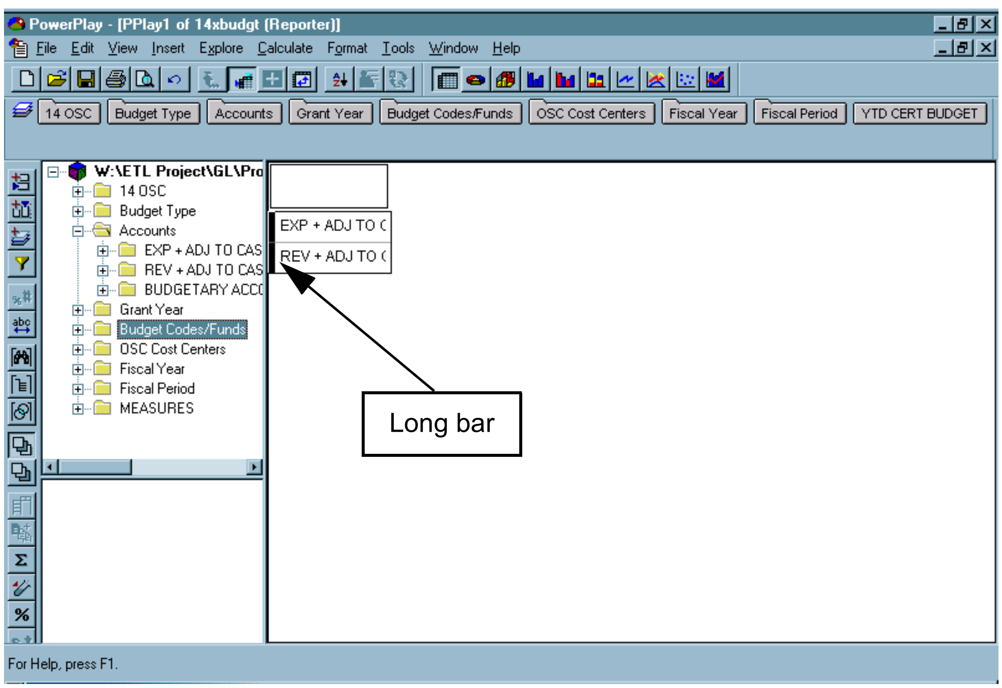
15. Click on the **Add as rows** button on the Dimension Viewer toolbar.

    ⬍ To add rows, click on the dimension to add, right click, and click on Add as Rows from the pop-up menu.

NOTES

The DSS displays the added rows.





To add a left nesting:

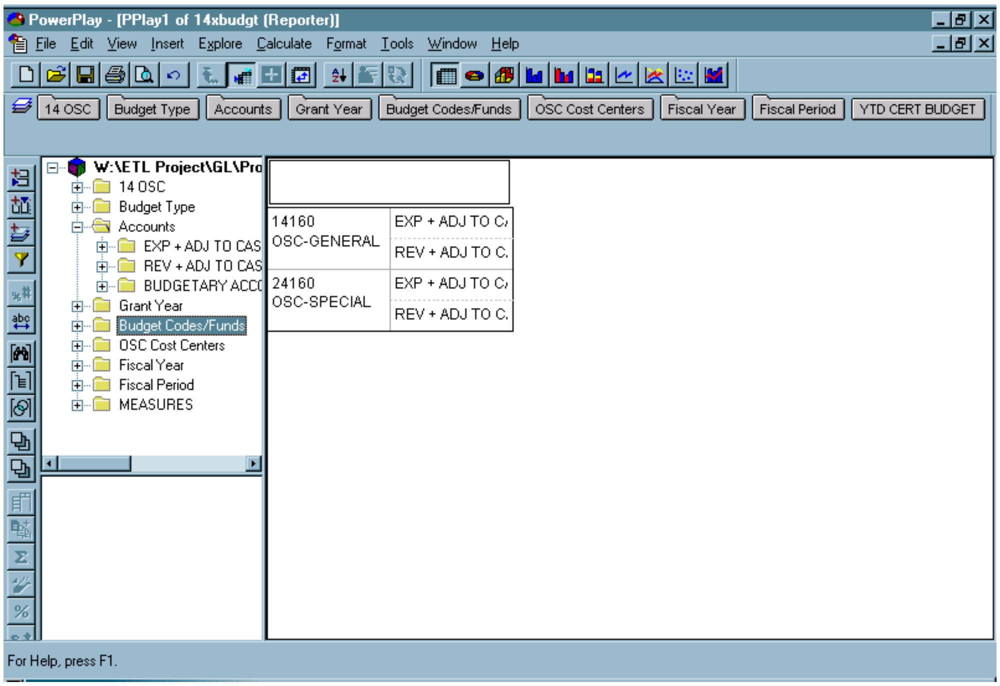
16. Click on **BUDGET CODES/FUNDS** in the Dimension Viewer.

17. Click on the **Next level children of** button on the Dimension Viewer toolbar.

18. Drag **BUDGET CODES/FUNDS** to the left side of the rows. A long bar will appear. Release the mouse button.

The DSS displays the row nesting.

NOTES



WALKTHROUGH: Adding Multiple Levels of Nesting with the Same Dimension

SCENARIO
You want to add a row nesting of the lowest level of the 531 PERSONAL SERVICES accounts.

Walkthrough Objectives:

❒ Add the lowest level of the 531 PERSONAL SERVICES as a right row nesting.

To add multiple levels of nesting within the same dimension:

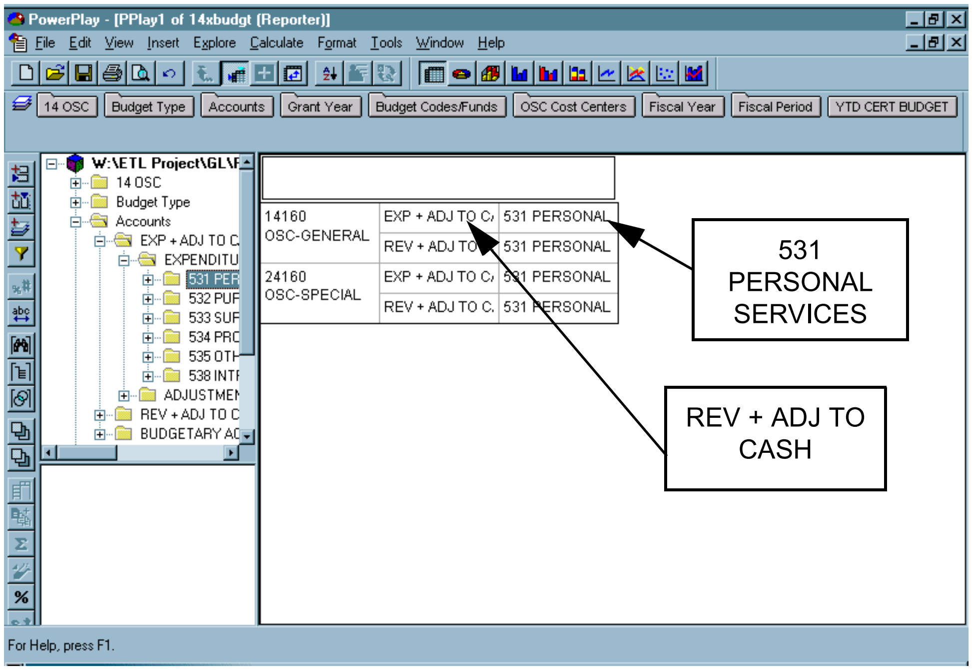
1. Double click on **EXP + ADJ TO CASH** in the Dimension Viewer.

2. Double click on **EXPENDITURES** in the Dimension Viewer.

NOTES

3. Click on **531 PERSONAL SERVICES** in the Dimension Viewer to select it.

4. Drag **531 PERSONAL SERVICES** to the right side of the rows. A long bar will appear. Release the mouse button.



NOTES

Notice that, in Reporter, a long bar nesting will not always produce logical results. When you nest 531 PERSONAL SERVICES in both REV + ADJ TO CASH and EXP + ADJ TO CASH, the result is illogical since 531 PERSONAL SERVICES is not a REV + ADJ TO CASH.

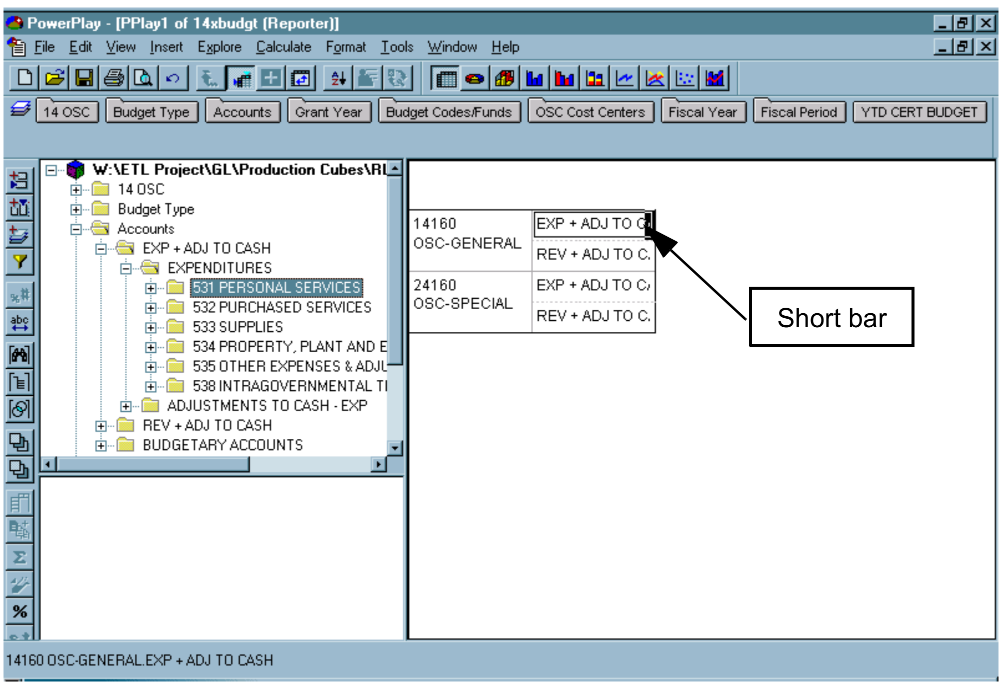
To delete a nesting:

5. Click on **531 PERSONAL SERVICES** to select it.

6. Press the [Delete] key.

- To delete a level of nesting, click on the nested dimension, right click the mouse, position the cursor over **Delete**, and click on **Level** from the drop-down menu.

- The Undo button can also delete a nesting.



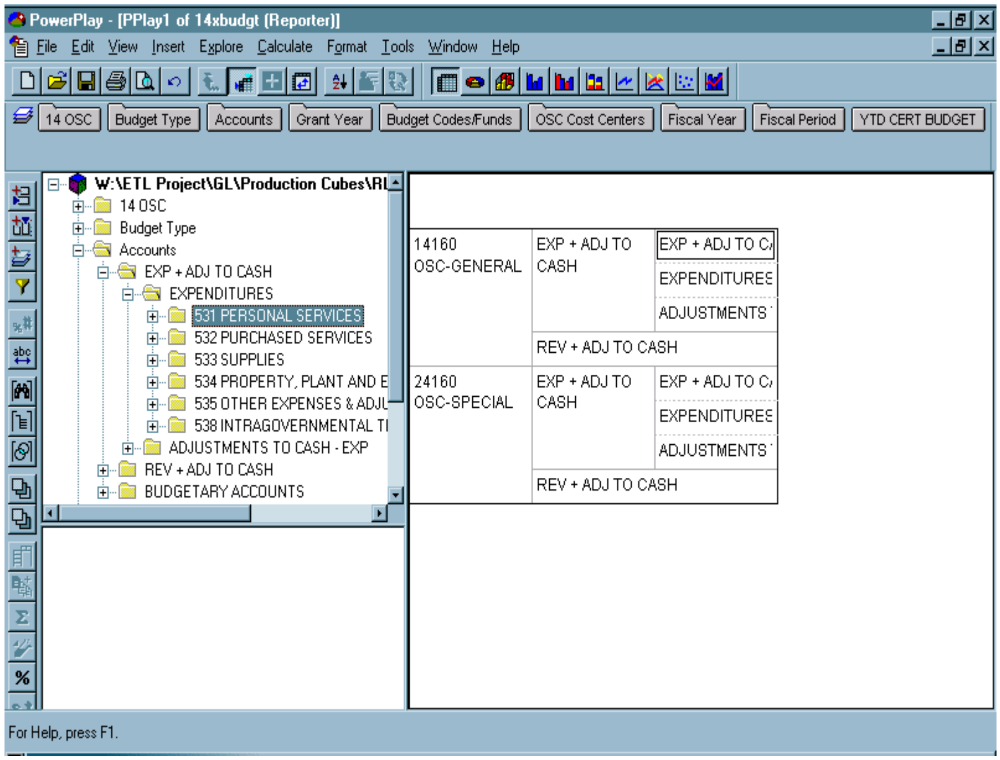
To add a short bar nesting:

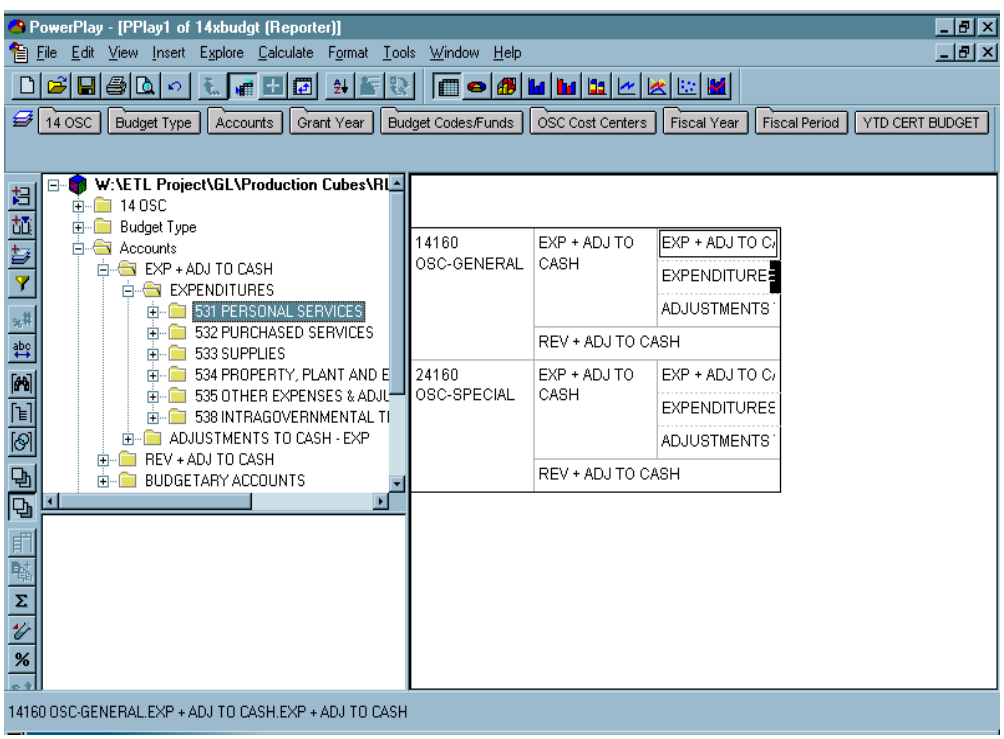
7. Click on **531 PERSONAL SERVICES** in the Dimension Viewer to select it.

8. Drag **531 PERSONAL SERVICES** to the right side of any EXP + ADJ TO CASH row. A short bar will appear. If you have a long bar, move the cursor slightly to the left and it will turn into a short bar. Release the mouse button.

NOTES

The DSS nests the next level of the dimension.





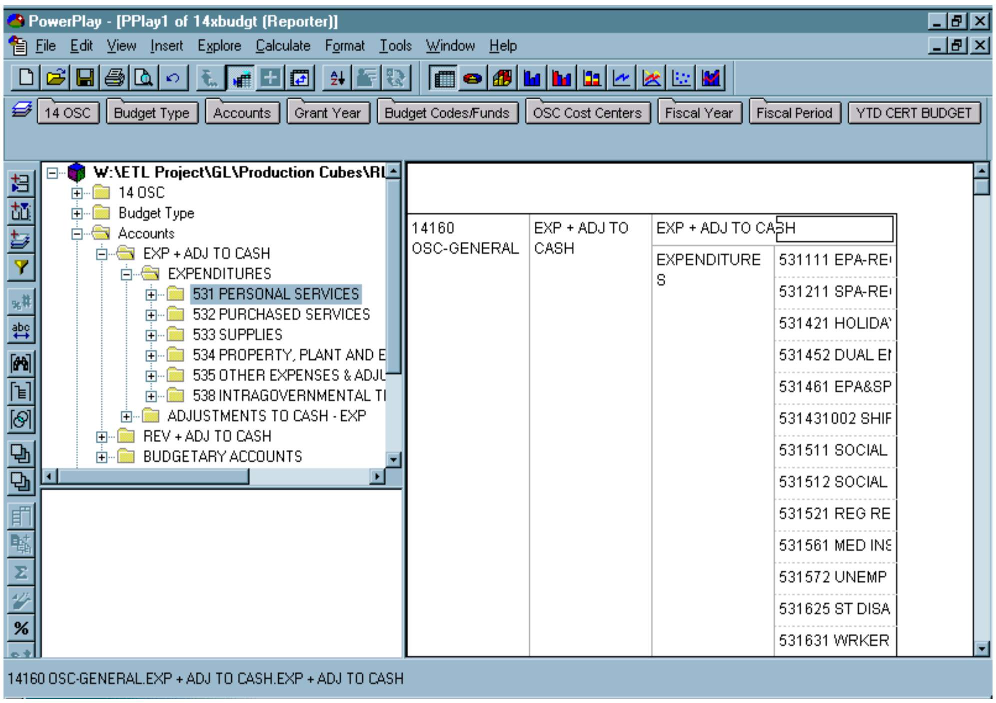
To nest the lowest level of the 531 accounts:

NOTES

9. If 531 PERSONAL SERVICES is not still highlighted in the Dimension Viewer, click on it to select it.

10. Click the **Lowest Level Children of** button on the Dimension Viewer tool bar.

11. Drag 531 PERSONAL SERVICES to the right side of any EXPENDITURES row. When a short bar is displayed, release the mouse button.



WALKTHROUGH: Adding Various Short Bar Nestings

SCENARIO

You want to see MTD data for the 4th quarter of FY2001 and First Quarter data for the FY2002. You decide to change the crosstab layout to *Indented 1* and close the Dimension Viewer so that more data will be visible on the screen.

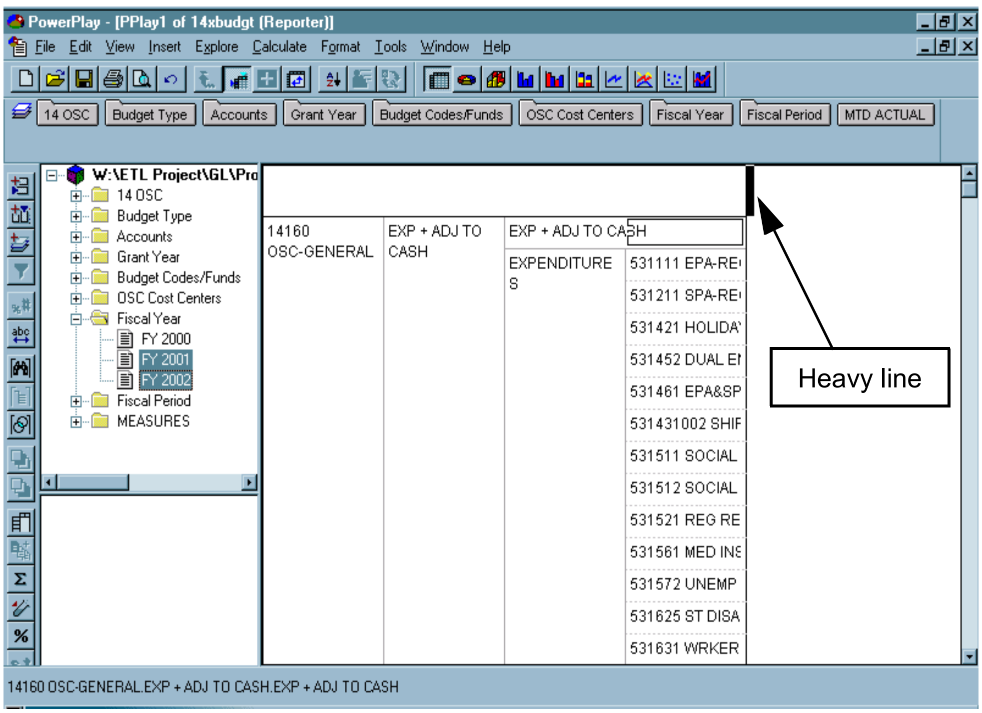
NOTES

Walkthrough Objectives:

- ❒ Filter the data for MTD ACTUAL.
- ❒ Add Fiscal Years 2001 and 2002 as columns.
- ❒ Change the crosstab layout to Indented 1.
- ❒ Add 4th quarter months, excluding the 13th period, to 2001 as a lower nesting.
- ❒ Add 1st Quarter months to 2002 as a lower nesting.
- ❒ Close the Dimension Viewer.

To filter for MTD ACTUAL:

1. Position the cursor over **MEASURES** on the dimension line.
2. Click on **MTD ACTUAL**.



To add fiscal years as columns:

NOTES

3. Scroll to the bottom of the Dimension Viewer list.

4. Double click on **Fiscal Year** in the Dimension Viewer.

5. Click on **2001** in the Dimension Viewer.

6. Press and continue to hold down the ⇧Shift key.

7. Click on **2002** in the Dimension Viewer.

8. Release the ⇧Shift key.

9. Drag these dimensions to the right of the home area. A heavy line will appear. Release the mouse button.

   - To add columns, click on a dimension, right click, and click on **Add as columns** from the pop-up menu.

   - To add columns, click on a dimension to select it and click on the **Add as columns** button on the Dimension Viewer toolbar.

To change the crosstab layout:

10. Click on **Format** on the menu bar.

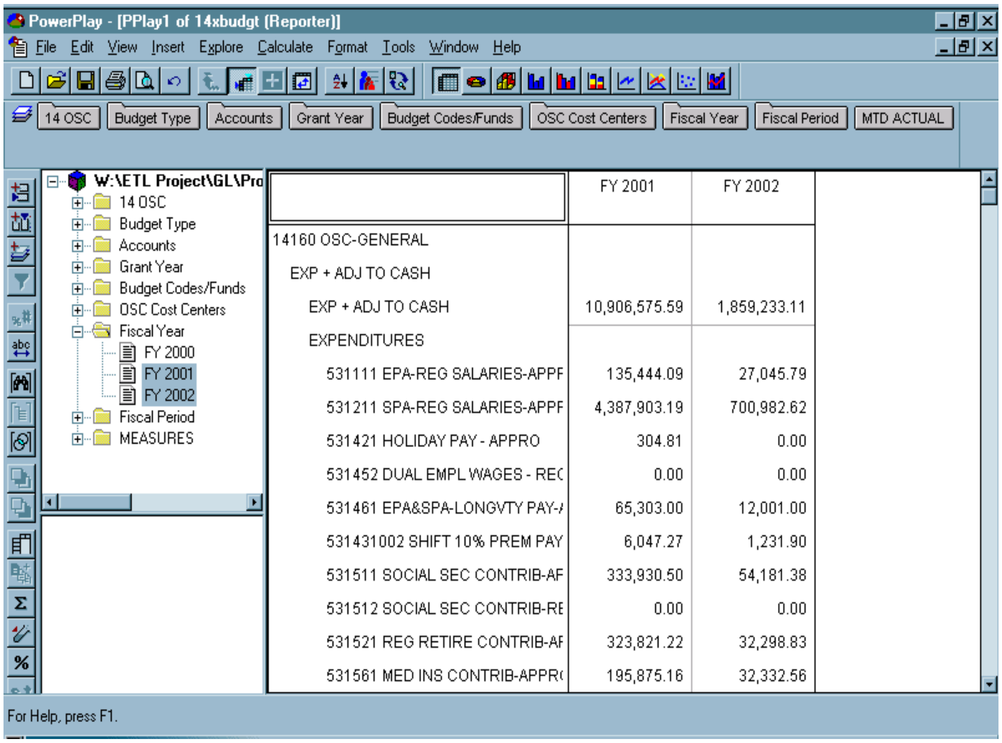
11. Position the cursor over **Crosstab Layout**.

12. Click on **Indented 1**.

   - To change the crosstab layout, right click the mouse, position the cursor over **Crosstab Layout** on the pop-up menu and click on **Indented 1**.

   The DSS changes the Crosstab Layout so more columns are visible.

NOTES



To nest 4th Quarter months under fiscal year 2001:

13. Double click on **Fiscal Period** in the Dimension Viewer.

14. Click on **April**.

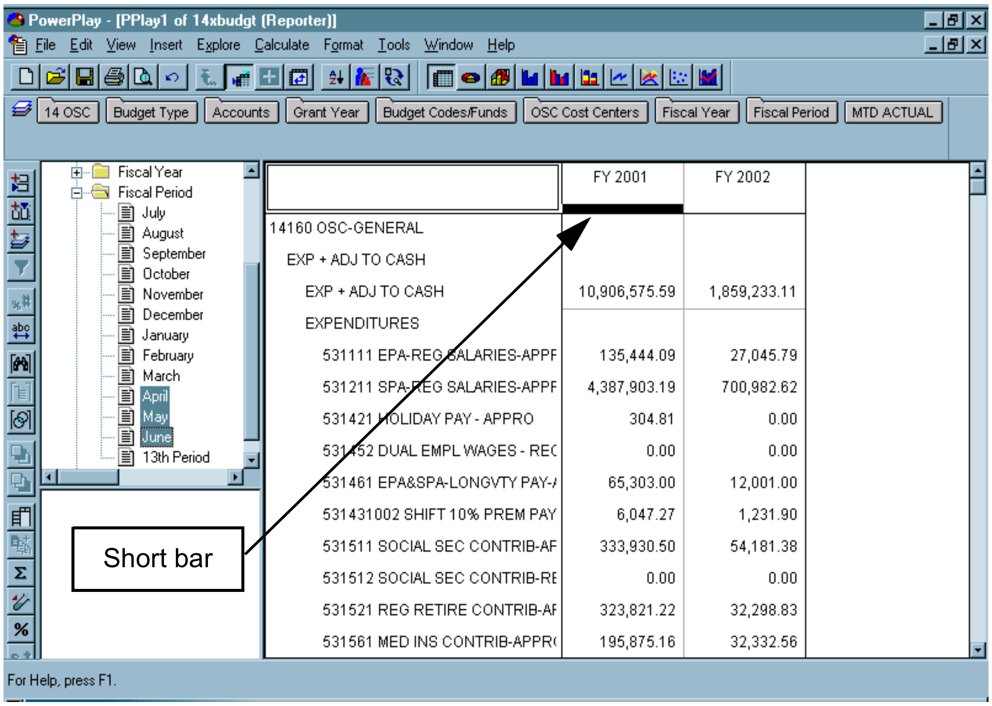
15. Press and continue to hold down the Shift key.

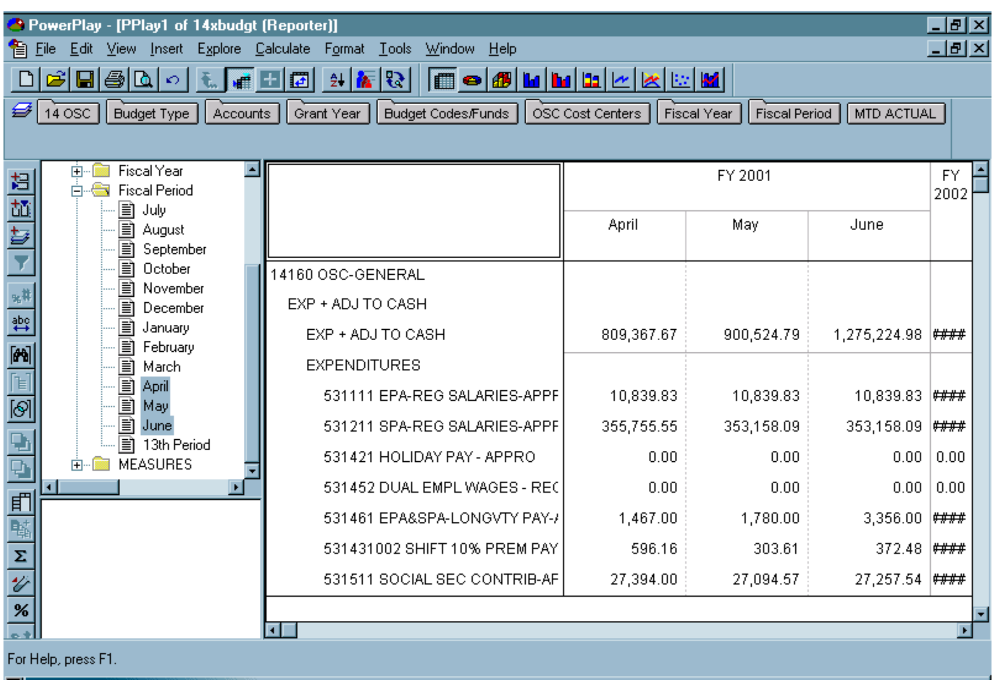
16. Click on **June**.

17. Release the Shift key.

18. Drag these months to the bottom of the column label **2001**. A short bar will appear. If you have a long bar, move the cursor up slightly and it will turn into a short bar. Release the mouse button.

NOTES


PowerPlay - [PPlay1 of 14xbudgt (Reporter)]
File Edit View Insert Explore Calculate Format Tools Window Help
14 OSC
Budget Type
Accounts
Grant Year
Budget Codes/Funds
OSC Cost Centers
Fiscal Year
Fiscal Period
MTD ACTUAL
Fiscal Year
Fiscal Period
July
August
September
October
November
December
January
February
March
April
May
June
13th Period
FY 2001
FY 2002
14160 OSC-GENERAL
EXP + ADJ TO CASH
EXP + ADJ TO CASH 10,906,575.59 1,859,233.11
EXPENDITURES
531111 EPA-REG SALARIES-APPF 135,444.09 27,045.79
531211 SPA-REG SALARIES-APPF 4,387,903.19 700,982.62
531421 HOLIDAY PAY - APPRO 304.81 0.00
531452 DUAL EMPL WAGES - REC 0.00 0.00
531461 EPA&SPA-LONGVTY PAY-/ 65,303.00 12,001.00
531431002 SHIFT 10% PREM PAY 6,047.27 1,231.90
531511 SOCIAL SEC CONTRIB-AF 333,930.50 54,181.38
531512 SOCIAL SEC CONTRIB-RE 0.00 0.00
531521 REG RETIRE CONTRIB-AF 323,821.22 32,298.83
531561 MED INS CONTRIB-APPR(195,875.16 32,332.56
Short bar
For Help, press F1.


PowerPlay - [PPlay1 of 14xbudgt (Reporter)]
File Edit View Insert Explore Calculate Format Tools Window Help
14 OSC
Budget Type
Accounts
Grant Year
Budget Codes/Funds
OSC Cost Centers
Fiscal Year
Fiscal Period
MTD ACTUAL
Fiscal Year
Fiscal Period
July
August
September
October
November
December
January
February
March
April
May
June
13th Period
MEASURES
FY 2001
FY 2002
April
May
June
14160 OSC-GENERAL
EXP + ADJ TO CASH
EXP + ADJ TO CASH 809,367.67 900,524.79 1,275,224.98 ####
EXPENDITURES
531111 EPA-REG SALARIES-APPF 10,839.83 10,839.83 10,839.83 ####
531211 SPA-REG SALARIES-APPF 355,755.55 353,158.09 353,158.09 ####
531421 HOLIDAY PAY - APPRO 0.00 0.00 0.00 0.00
531452 DUAL EMPL WAGES - REC 0.00 0.00 0.00 0.00
531461 EPA&SPA-LONGVTY PAY-/ 1,467.00 1,780.00 3,356.00 ####
531431002 SHIFT 10% PREM PAY 596.16 303.61 372.48 ####
531511 SOCIAL SEC CONTRIB-AF 27,394.00 27,094.57 27,257.54 ####
For Help, press F1.

NOTES

To nest 1st Quarter months under fiscal year 2002:

19. Scroll the report to the right using the horizontal scroll bar until FY2002 is visible.

20. Click on **July** in the Dimension Viewer.

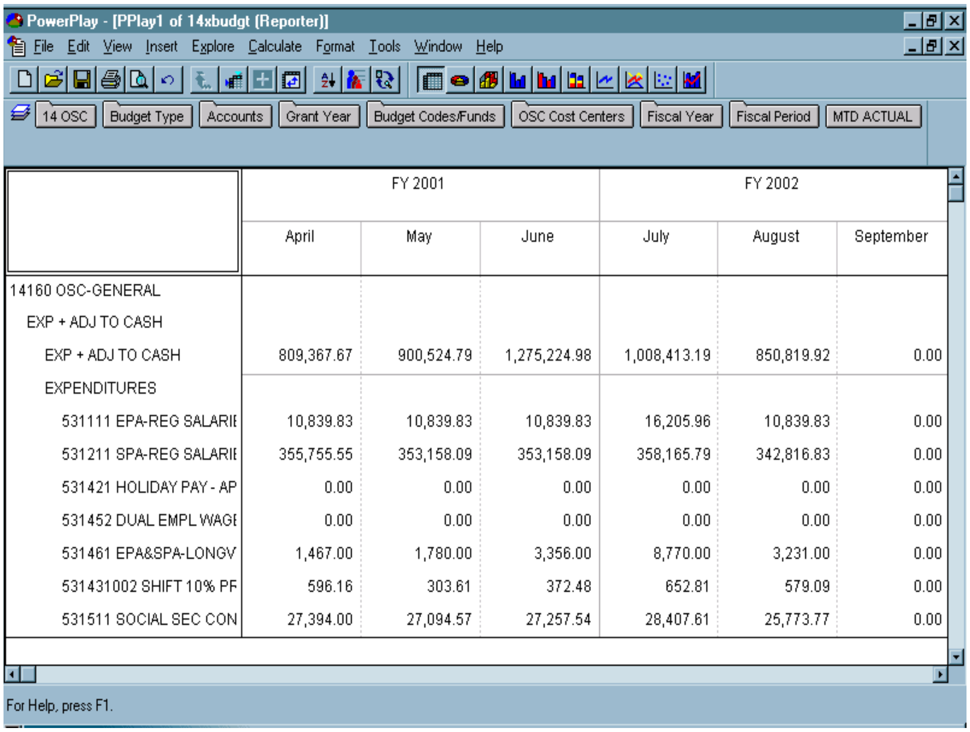
21. Press and hold down the Shift key.

22. Click on **September**, then release the Shift key.

23. Drag these months to the bottom of the column label 2002. A short bar will appear. If you have a long bar move the cursor up slightly and it will turn into a short bar. Release the mouse button.

To close the Dimension Viewer:

24. Click on the **Dimension Viewer** button on the toolbar.



To close the report without saving:

25. Click on the **upper right hand** .

26. Click on **No** in the warning window.

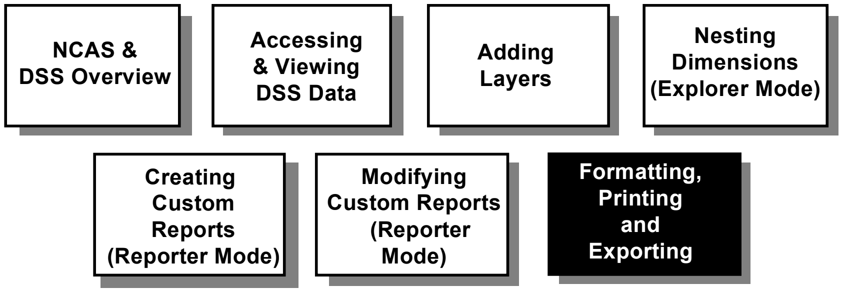
SUMMARY

NOTES

This section of the DSS handbook used walkthroughs to demonstrate how to change a DSS report. Mastery of the skills demonstrated in this section provides the user with many techniques for manipulating the DSS data. Walkthrough topics covered:

- Opening a report.
- Creating calculation rows, columns, and layers.
- Adding a blank row or column.
- Adding an underline.
- Moving rows, columns, and layers.
- Swapping rows, columns, and layers.
- Add short bar nesting to rows and columns.
- Create multiple levels of nesting.
- Format nesting.

Formatting, Printing and Exporting



Overview

The DSS allows users to format data by using commands that are similar to those used in many Microsoft applications. These format commands are standard in both the *Explorer* and *Reporter modes*. This section starts with a walkthrough that demonstrates how to open a custom report. Successive walkthroughs illustrate how to format DSS reports by:

- Displaying/Viewing/Changing Titles, Headers and Footers
- Formatting Categories
- Adjusting Row and Column Sizes
- Hiding Rows and Columns
- Suppressing Zero Values
- Printing
- Saving to Excel

WALKTHROUGH: Opening a Custom Report

SCENARIO

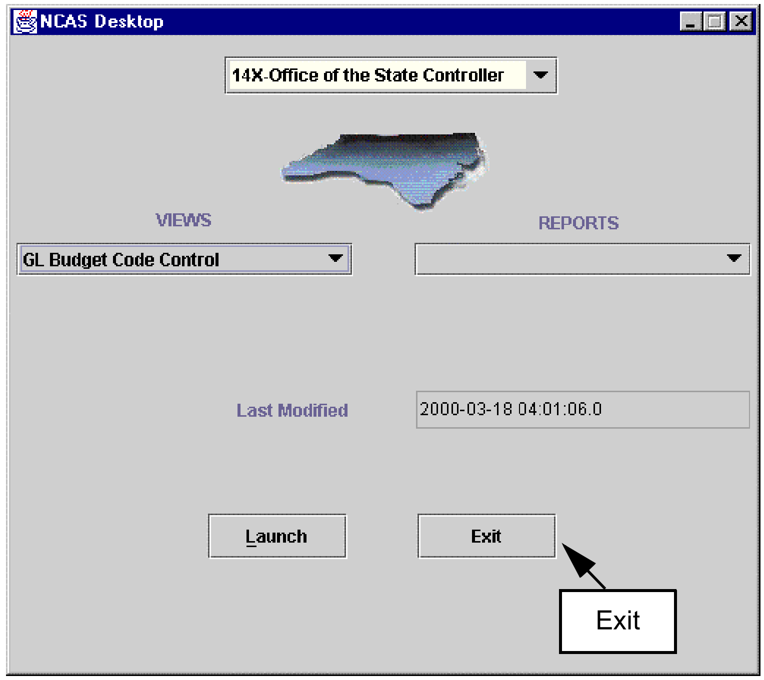
Your manager at the OSC has given you a list of formatting changes for the custom report you saved earlier. You have organized the formatting requests into a logical manner and are ready to begin formatting the report.

The first thing you must do is open the custom report you named ***class1.ppr***.

NOTES

Walkthrough Objective:

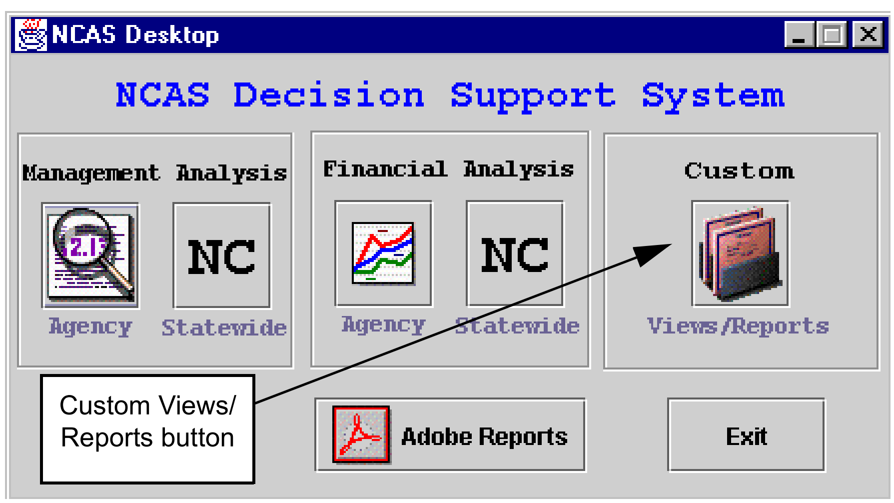
❐ Open the report *class1.ppr*.



To exit to the *DSS Desktop's* main menu:

1. Click **Exit** on the *Management Analysis Select* menu.

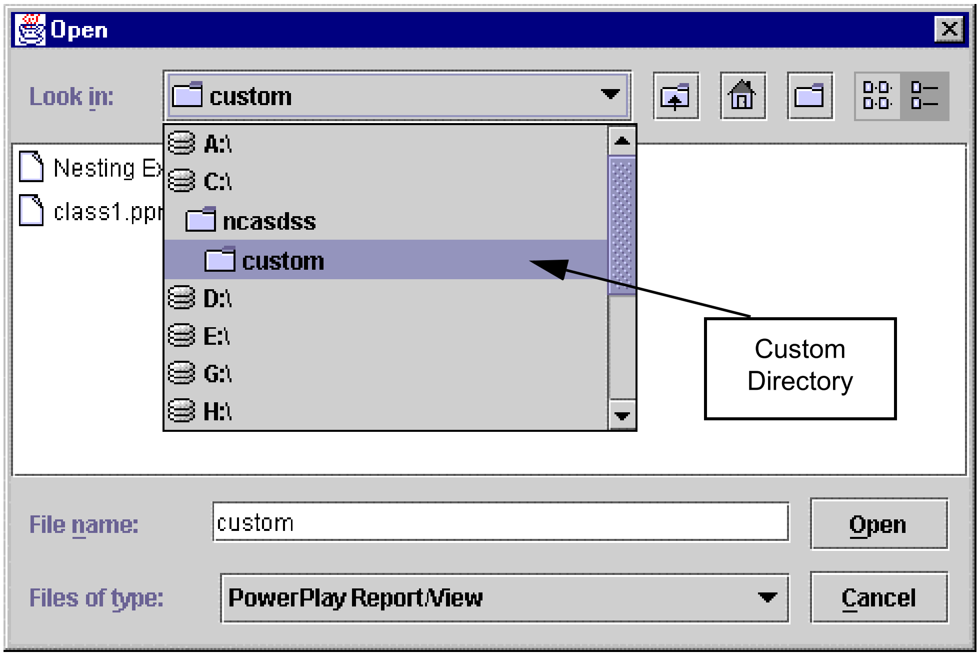
   The DSS displays the *DSS Desktop's* main menu.



To open a custom report:

2. Click on the **Views/Reports** button in the Custom section of the *DSS Desktop's* main menu.

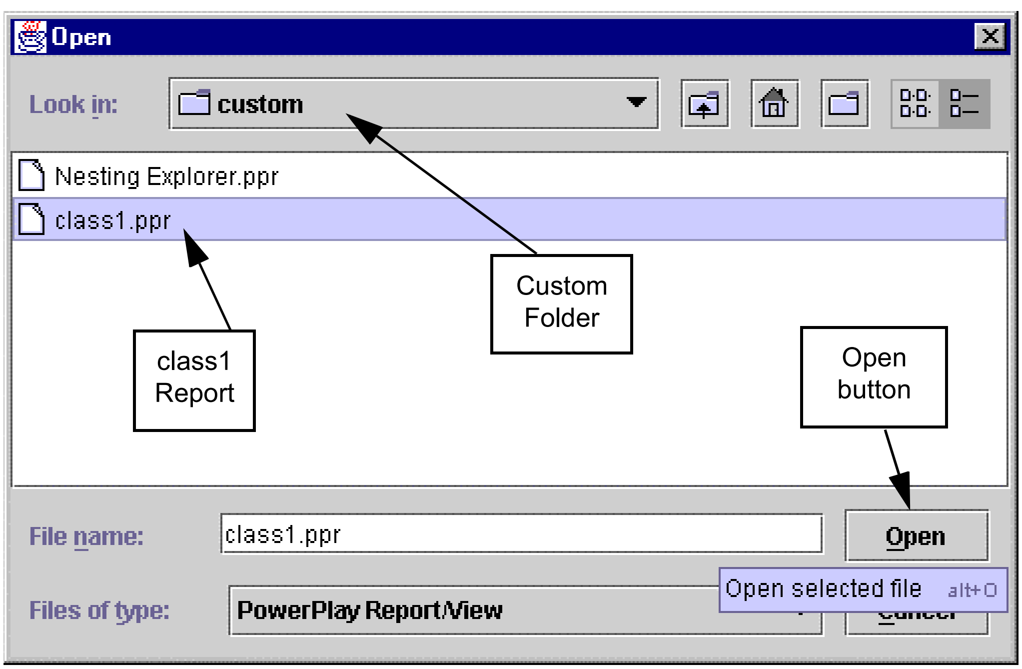
NOTES



3. The default directory should be **c:\ncasdss\custom**. If not, select the **c:\ncasdss\custom** directory in the Open dialog box.

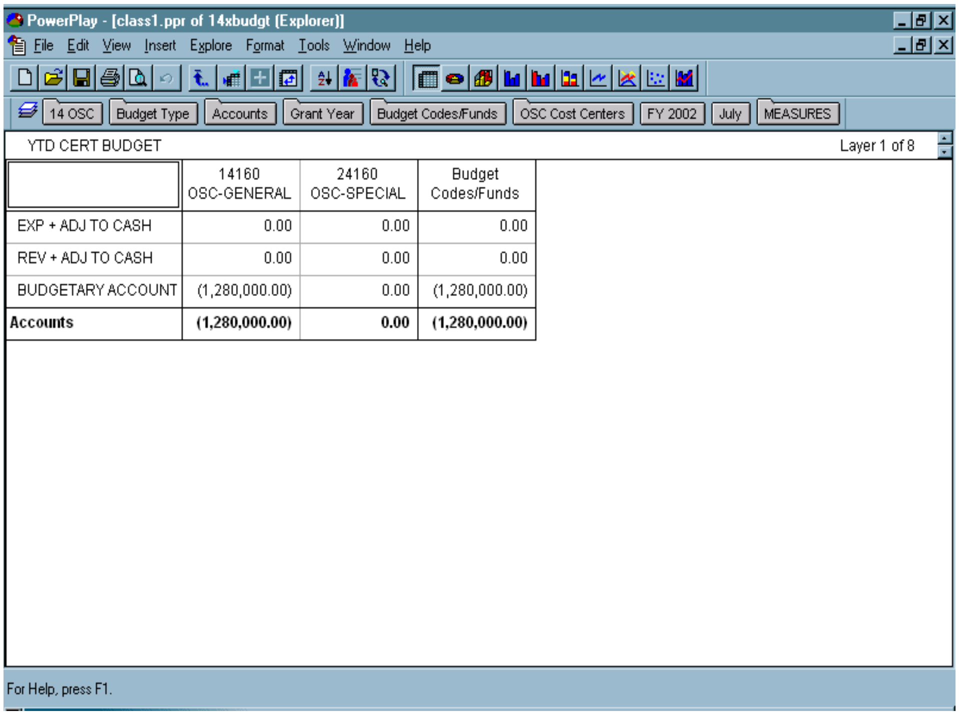
4. Select **class1.ppr** from the list of custom reports displayed in the Open dialog box.

5. Click on the **Open** button.



NOTES

The DSS opens your custom report.



To resize the dimension line:

6. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

7. Click and drag the dimension line until it is doubled in size.

Working with Titles

Most of the standard reports delivered with the DSS are created with a default title, header and footer. Titles, headers and footers can include text, variables and picture objects, and can easily be customized by the user. The titles of Explorer Mode reports, however, are hidden, and will not print unless they are unhidden. The following walkthrough demonstrates how to unhide a title.

WALKTHROUGH: Unhiding Titles

SCENARIO

Your manager's list has a request for a title. To begin, you would like to see the default titles for the class1.ppr. You would also like to see the available variables for a title.

Walkthrough Objectives:

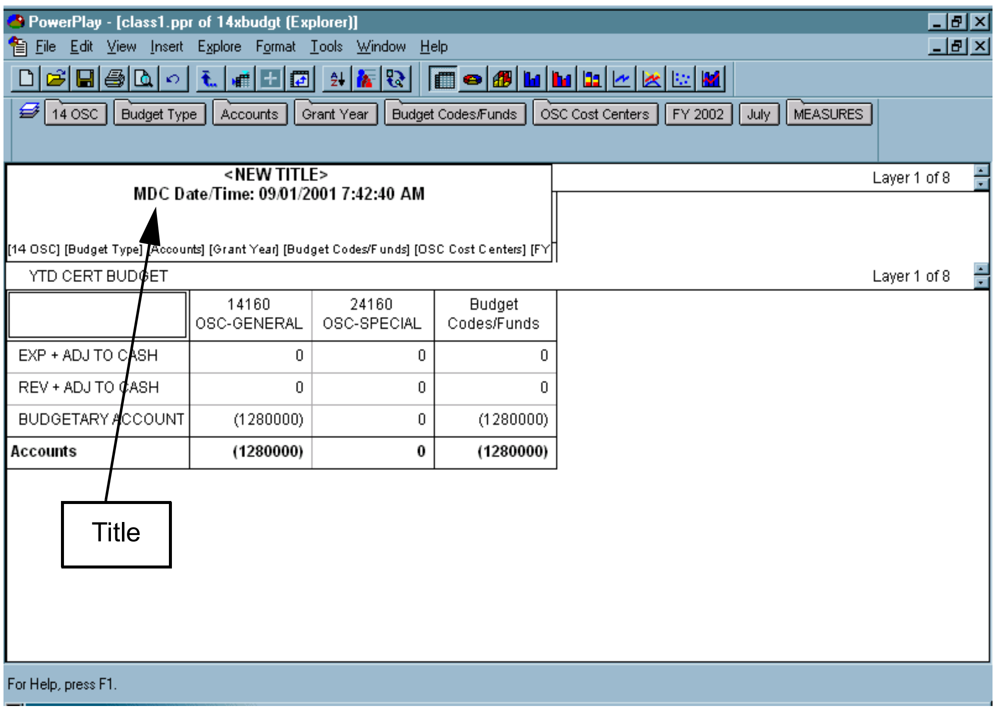
NOTES

- ❒ Unhide the default title.
- ❒ Change title size.

To unhide report titles:

1. Click on **View** from the menu bar.
2. Click on **Title**.

   The DSS displays the report with the title.



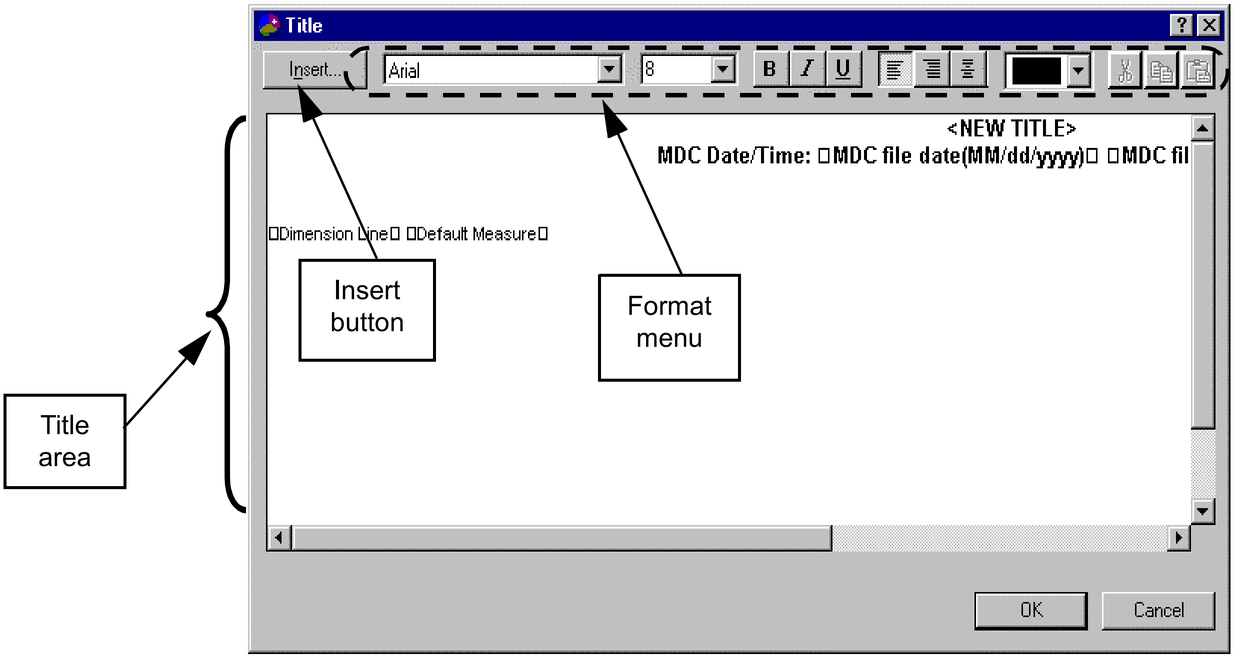
When titles are unhidden, they usually are not sized correctly. One way to correct the sizing is to open the title box in Edit mode.

To edit the title:

3. Double click on the **title**.

NOTES

The DSS displays a Title box.



The Title box has a title area, a format menu and an Insert button. The Insert button has predetermined variables that may be added to the title, and may also be used to add graphics images to the title area.

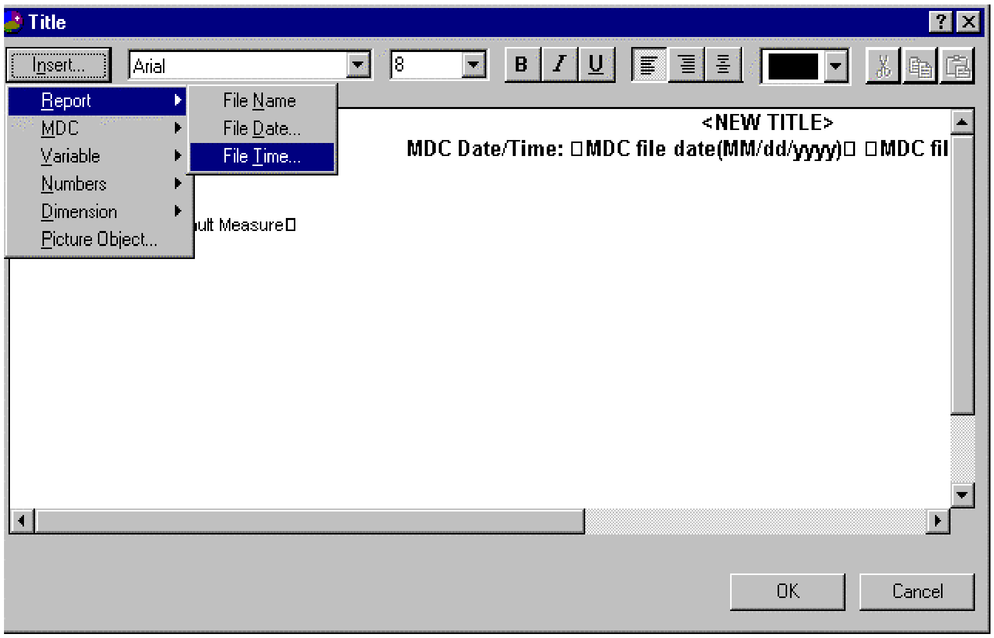
To view the available report variables:

4. Click on the **Insert** button.

5. Position the cursor over **Report**.

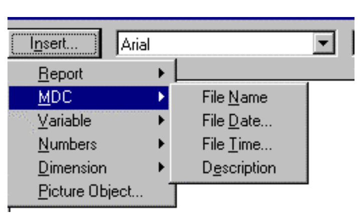
The DSS displays the Report variables.

NOTES



Report variables are:

Report File Name	This is the report name including the extension, the name of the cube and the mode. Ex. class1.ppr of 14xbudgt (Explorer)
Report File Date	This is the date the report was created. The DSS displays a Date and Time dialog box that is used to format the date.
Report File Time	This is the time the report was created. The DSS displays a Date and Time dialog box that is used to format the time.



To view the available MDC variables:

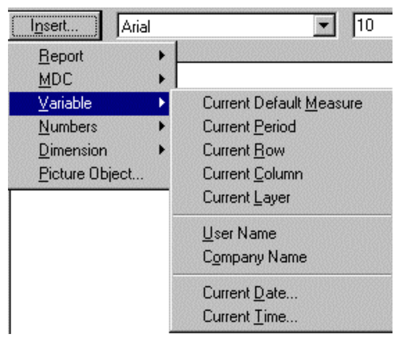
6. Position the cursor over **MDC**.

   The DSS displays the MDC variables.

NOTES

The MDC variables are:

MDC File Name	The name of the MDC including the path and directory where it is located. This is very useful since it tells you where your MDC is located on your server. Ex. c:\ncasdss\mdc\14xbudgt.mdc
MDC File Date	The date the cube was created. The user is prompted to choose the date format.
MDC File Time	The time the cube was created. The user is prompted to choose the time format.
MDC Description	The cube name. Ex. 14xbudgt.



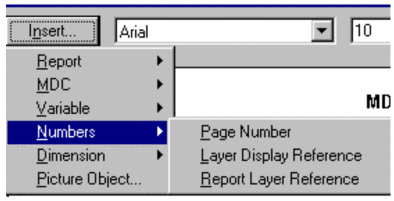
To view the available Variable variables:

7. Position the cursor over **Variable**.

Commonly used Variable variables are:

Current Default Measure	The MEASURE that is currently filtered. Ex. YTD AUTH BUD. MEASURES is not included in the Dimension Line variable when added to a title. Since MEASURES is the last category on the dimension line, it is usually added to the title directly after the dimension line.
Current Date	The date on the client machine (PC). The user is prompted to choose the date format.
Current Time	The time on the client machine (PC). The user is prompted to choose the time format.

NOTES

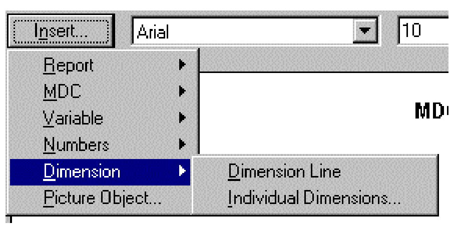


To view the available Numbers variables:

8. Position the cursor over **Numbers**.

Commonly used Numbers variables are:

Page Number	
Report Layer Reference	Current layer number of the total number of layers being printed. Ex. [Layer 1 of 2]



To view the available Dimension variables:

9. Position the cursor over **Dimension**.

The Dimension variables are:

Dimension Line	The dimension line as filtered, excluding the MEASURES category that must be added from the Variable menu.
Individual Dimensions	Any dimension other than the MEASURES category you desire. This is useful to verify that the month and fiscal year are filtered correctly.
Picture Object	A picture allows a BMP (Windows or OS/2 bitmap) or a WMF (Windows Metafiles) file to be added to a title, header or footer.

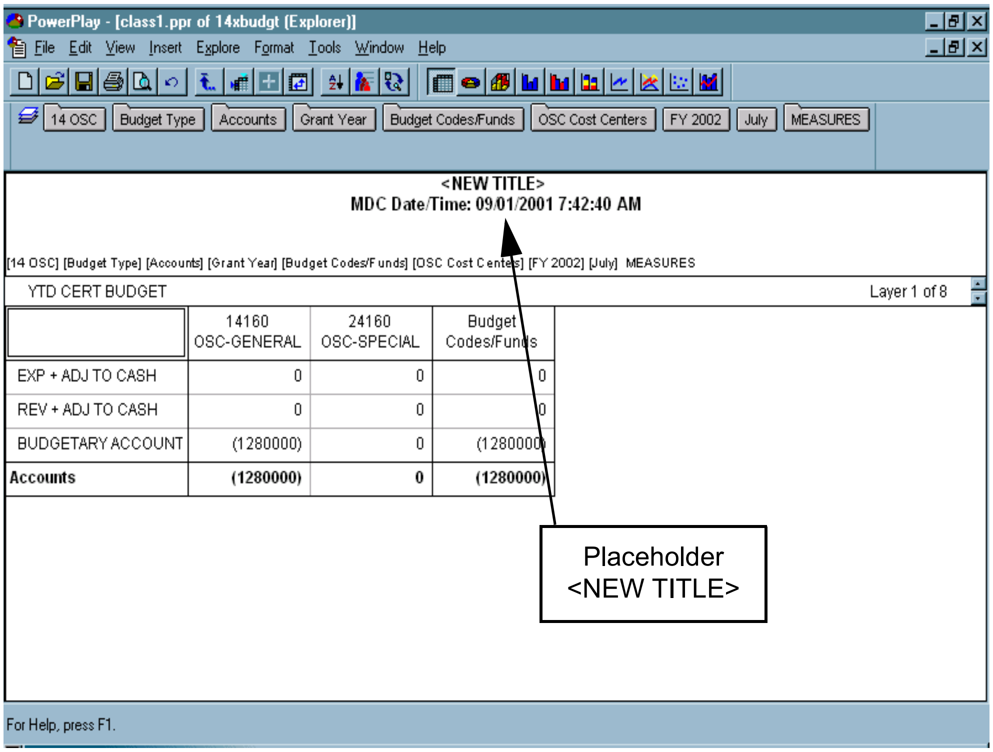
To close the title box:

10. Click on the **OK** button.

The title will not resize if the Cancel button is chosen.

NOTES

The DSS displays the full default title. The DSS has a placeholder, <NEW TITLE>, for your report title.



The following walkthrough demonstrates how to view a header and footer.

WALKTHROUGH: Viewing Headers and Footers

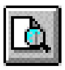
SCENARIO
You would like to see the default headers and footers for class1.ppr.

Walkthrough Objectives:

❒ View default headers and footers

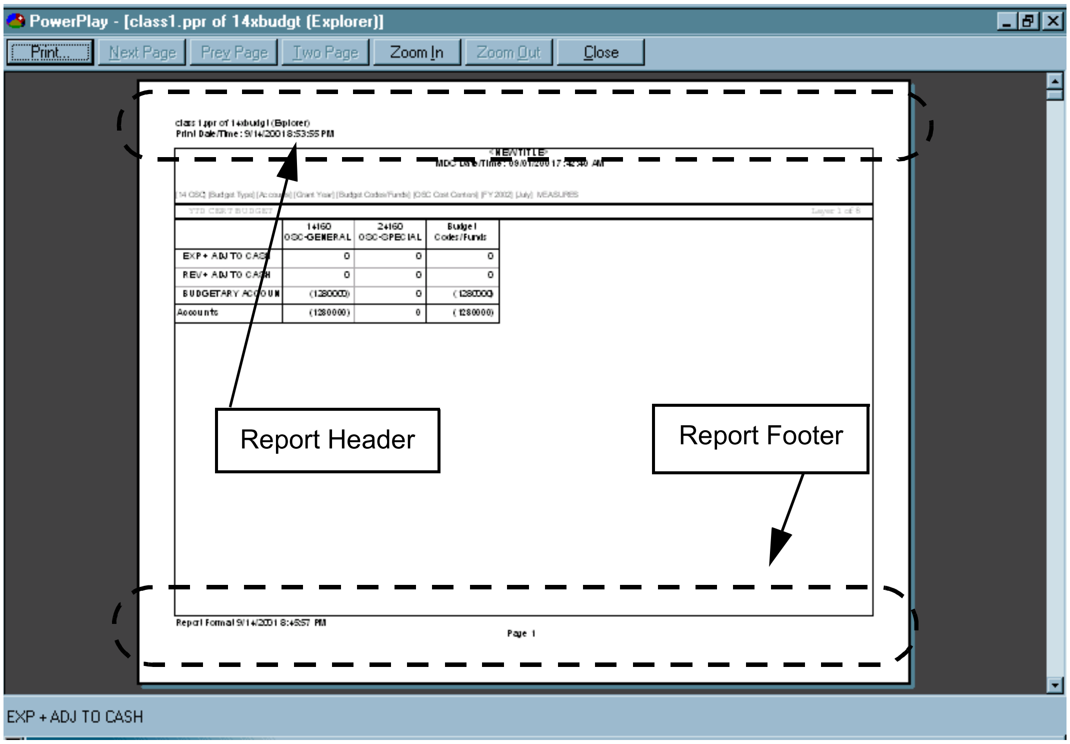
There are three different ways to review report headers and footers. The first is to print the report. The second is to perform a print preview. The third is to change the page layout to either page layout or page width.

To view the headers and footers:

1. Click on the **Print Preview** button  on the tool bar.

The DSS displays the print preview window.

NOTES



2. Click on the **Close** button to close the print preview window.

The following walkthrough demonstrates how to change a title, header or footer of a data presentation. Changing a title, header, and footer may include selecting the font, size and color for the title, header, or footer.

WALKTHROUGH: Changing Titles, Headers, and Footers

> ***SCENARIO***
>
> Your manager would like the report title to include "Budget Code Account Analysis," the MDC date/time and the Dimension Line. You need to change the title placeholder to the new report title.

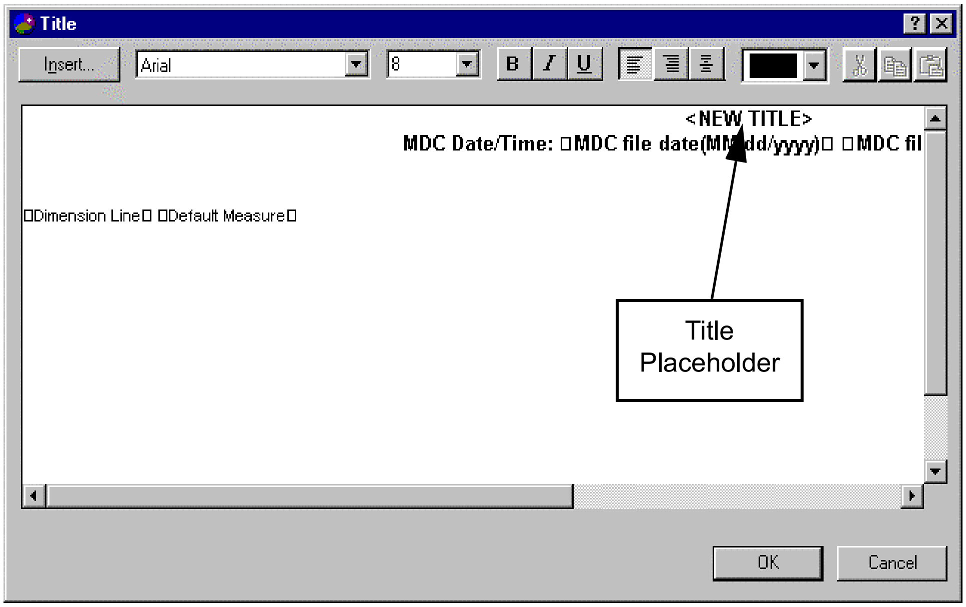
Walkthrough Objective:

❒ Add *Budget Code Account Analysis* as the report title.

NOTES

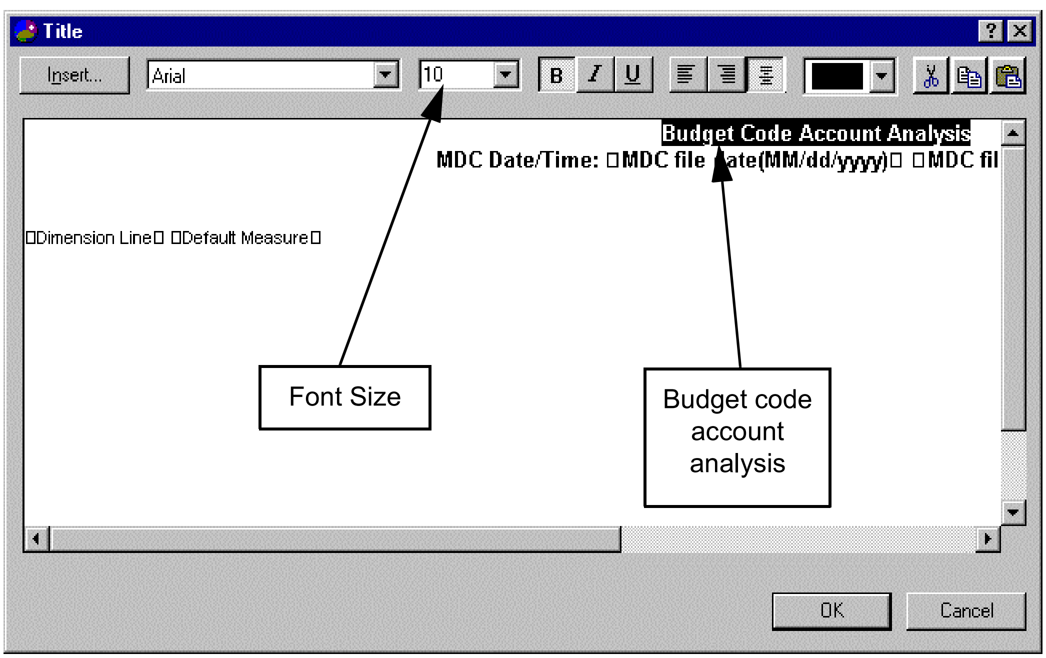
To edit the default title:

1. Double click on the **title**.



2. Highlight **<NEW TITLE>** to replace it.

3. Type **Budget Code Account Analysis**.



To format the title:

4. Highlight **Budget Code Account Analysis** to select it for formatting.

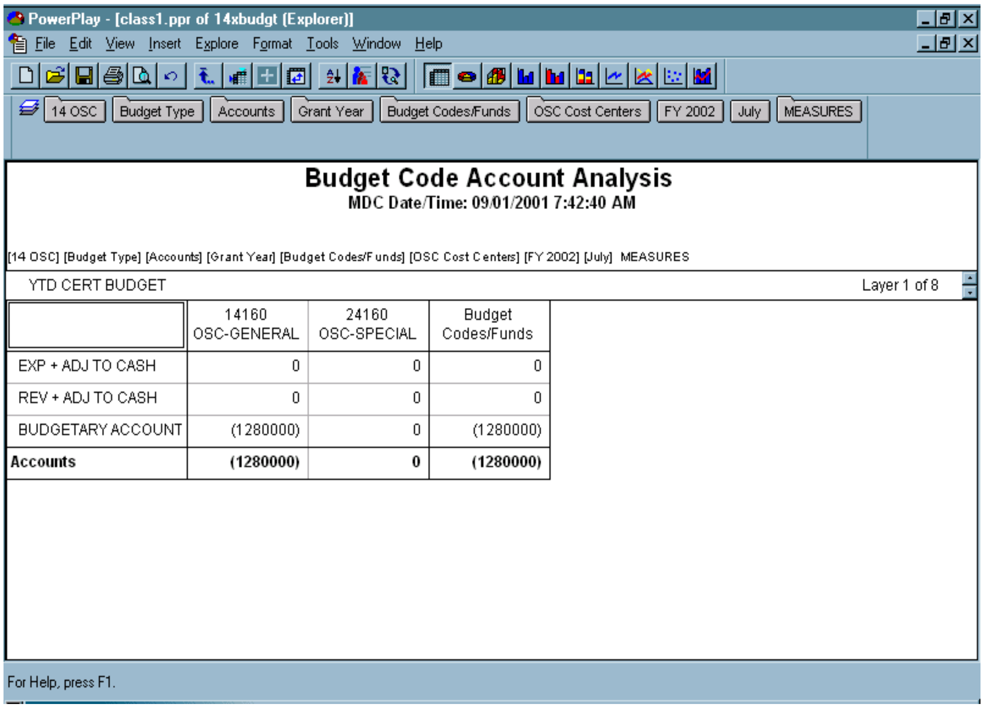
NOTES

5. Click on the down button to display the font size options.

6. Click on **16** to choose the font size.

7. Click on the **OK** button.

   The DSS displays the new title.



Formatting Values and Labels

The following walkthrough demonstrates how to change the format of numbers in the DSS reports.

WALKTHROUGH: Formatting Values

> ***SCENARIO***
>
> You have decided that the next logical step is to complete the format menu changes that your manager requested. You will format the numbers as currency with commas and no decimal places.

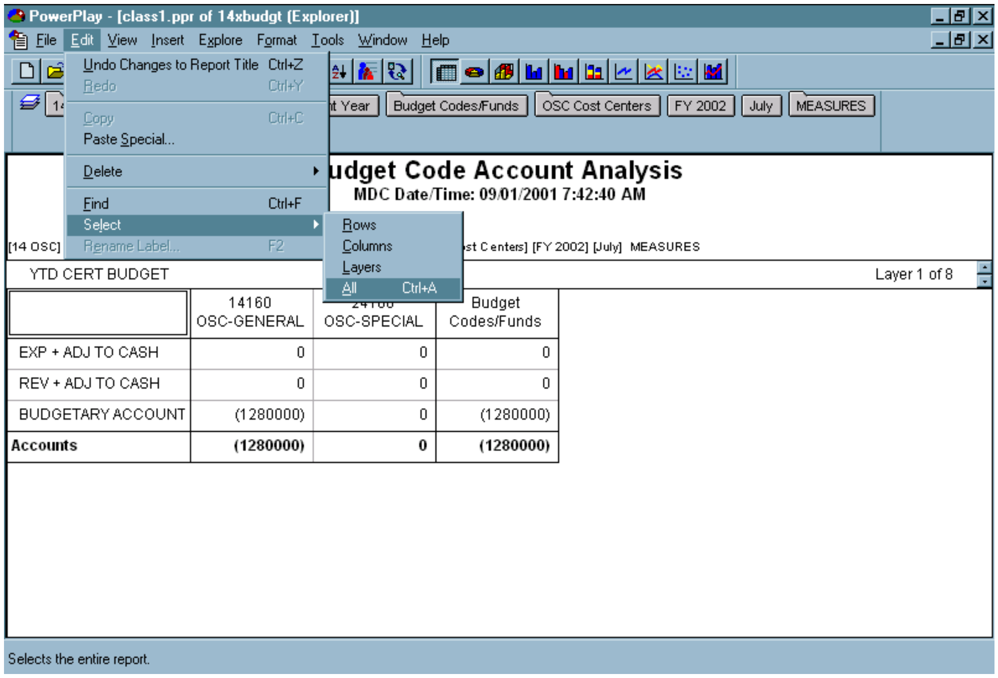
Walkthrough Objectives:

❒ Select all.

❒ Format numbers as currency with no decimal places.

NOTES

The first step to format in the DSS is to select the cells that need to be formatted.



To select the data where the number format will be changed:

8. Click on **Edit** on the menu bar.

9. Position the cursor over **Select** from the drop-down menu.

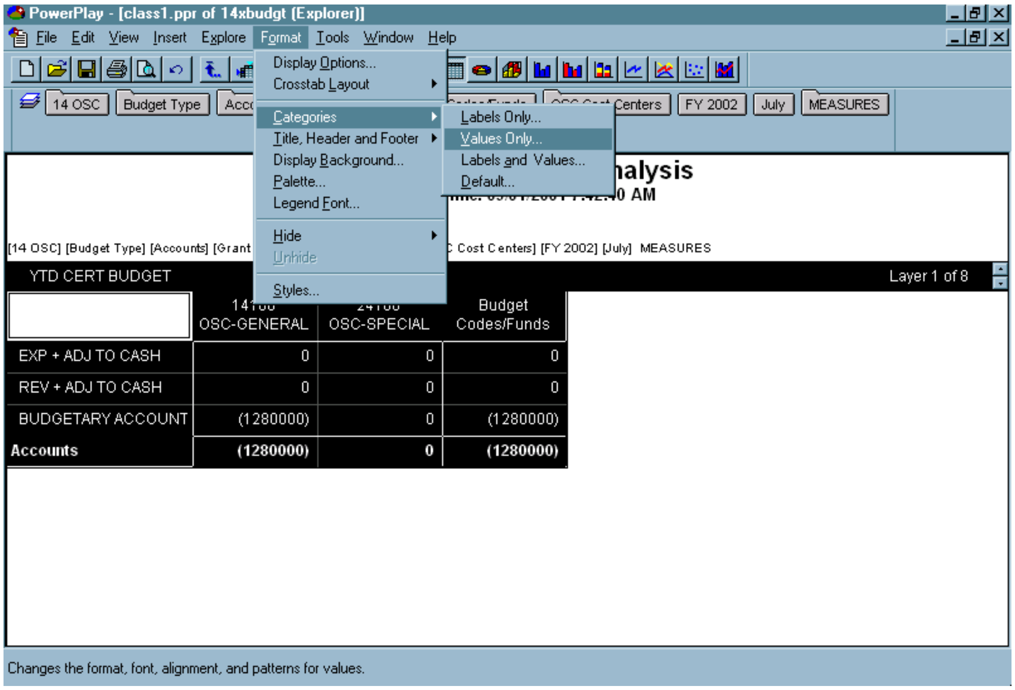
10. Click on **All** from the drop-down menu to highlight the data.

Notice that the DSS gives you a choice of selecting rows, columns, layers or all.

To select all, press the Ctrl and A keys simultaneously.

The DSS highlights the data.

NOTES



To change the number format:

4. Click on **Format** on the menu bar.

5. Position the cursor over **Categories** from the drop-down menu.

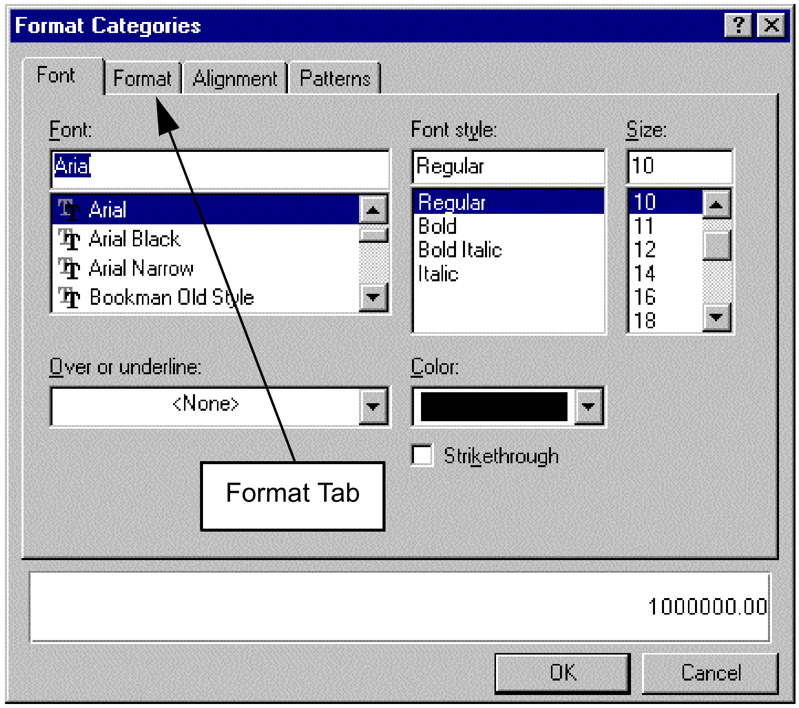
6. Click on **Values Only** from the drop-down menu.

The category choices are: Labels Only, Values Only, Labels and Values and Default. To use any of these formatting choices other than Default, you must first select the area to be formatted.

Right click, then position the cursor over **Format Categories** and click on **Values Only**.

NOTES

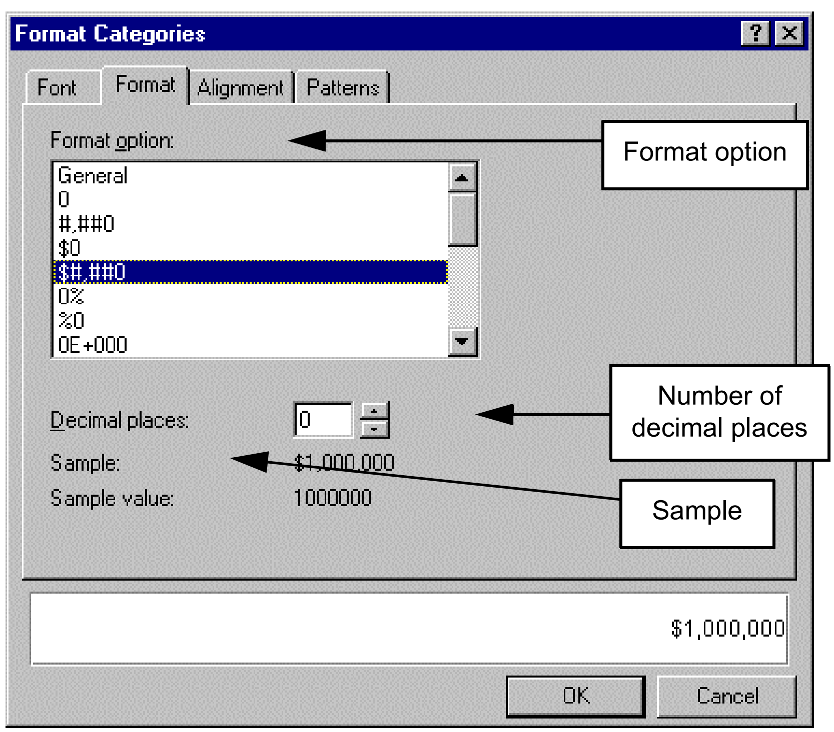
The DSS displays the Format Categories dialog box.



The Format Categories dialog box facilitates formatting the font, format (numbers), alignment and patterns.

7. Click on the **Format** tab.

The DSS displays the format options.



NOTES

8. Click on **$#,##0** in the Format Option box.

9. Change the decimal places to **0** by pressing the TAB button and typing 0.

   - Click on the down arrow in the Decimal places box twice.

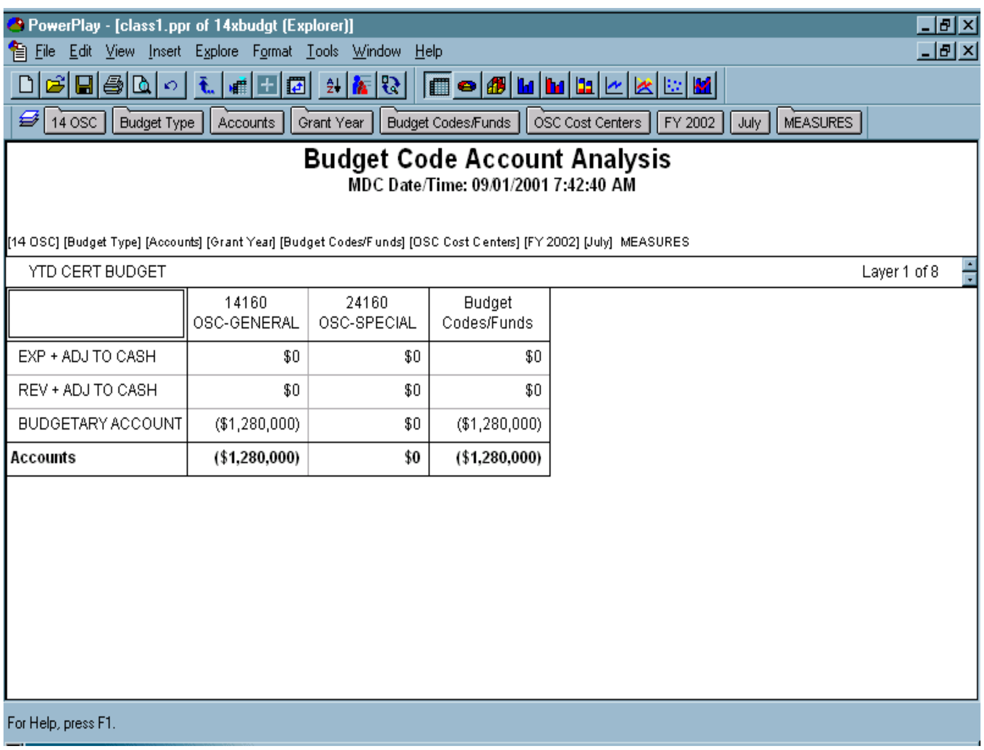
   - Highlight the number **2** and type a **0**.

   Notice the change in the format sample area.

10. Click on the **OK** button.

11. Click in the home area to deselect all.

    The DSS displays the data in the number format selected.



The following walkthrough demonstrates how to align and bold column labels in the DSS reports. Row labels and data can also be aligned using the same procedure.

WALKTHROUGH: Formatting Labels

SCENARIO

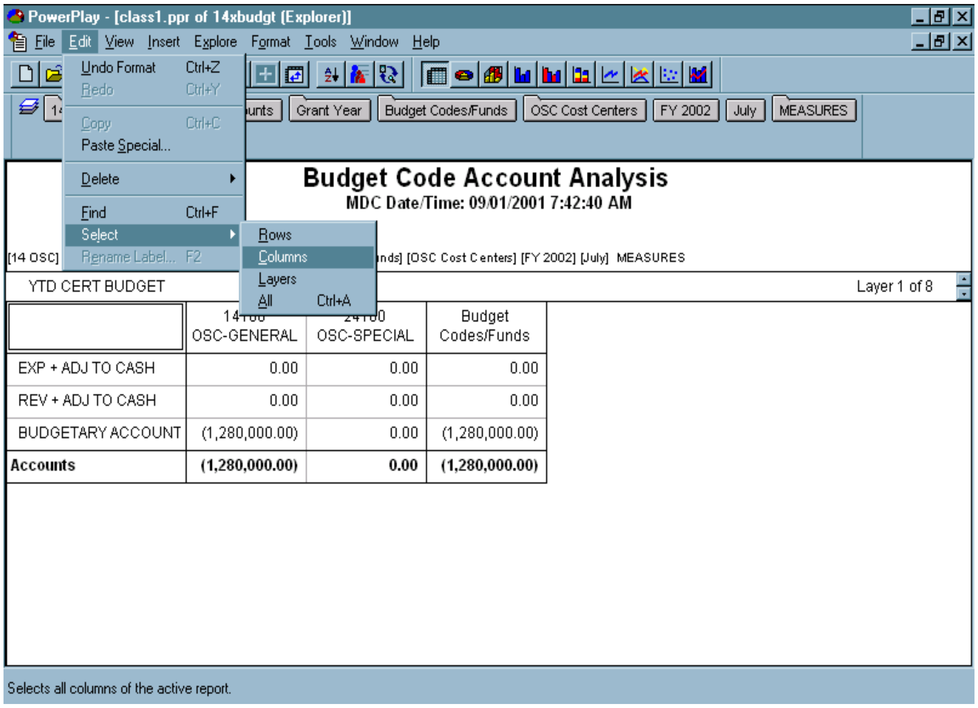
You decide next to bold and left justify the column titles on the report you have designed.

NOTES

Walkthrough Objectives:

❒ Bold the column headings.

❒ Left justify the column headings.



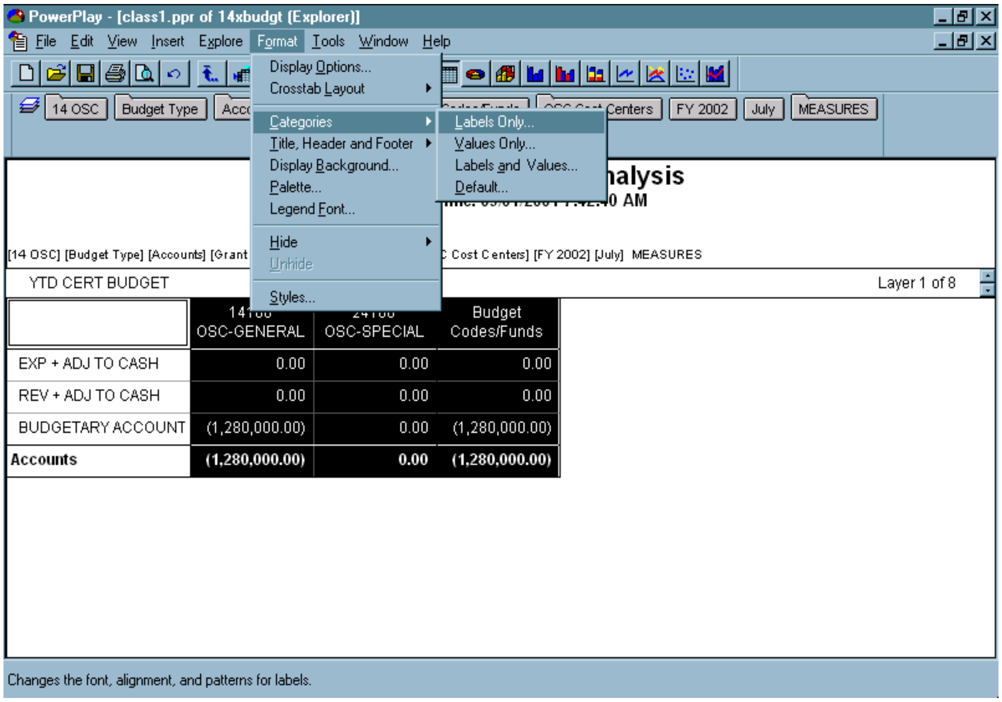
To highlight column titles:

1. Click on **Edit** on the menu bar.

2. Position the cursor over **Select** from the Edit drop-down menu.

3. Click on **Columns** from the Select drop-down menu.

NOTES



To bold the column titles:

4. Click on **Format** on the menu bar.

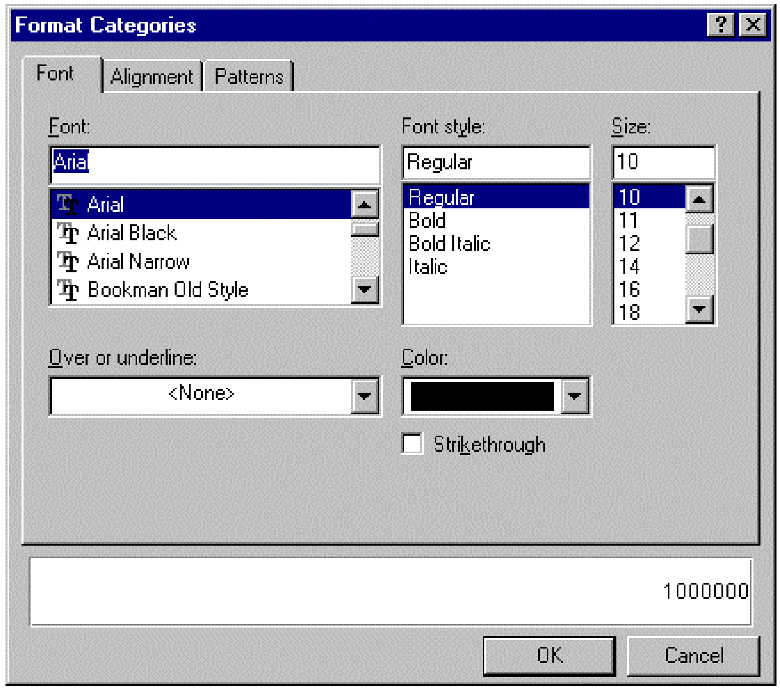
5. Position the cursor over **Categories** from the Format drop-down menu.

6. Click on **Labels Only**.

- Right click, then position the cursor over **Format Categories** and click on **Labels Only**.

NOTES

The DSS displays the Format Categories dialog box.



7. Click on **Bold** in the Font style section.

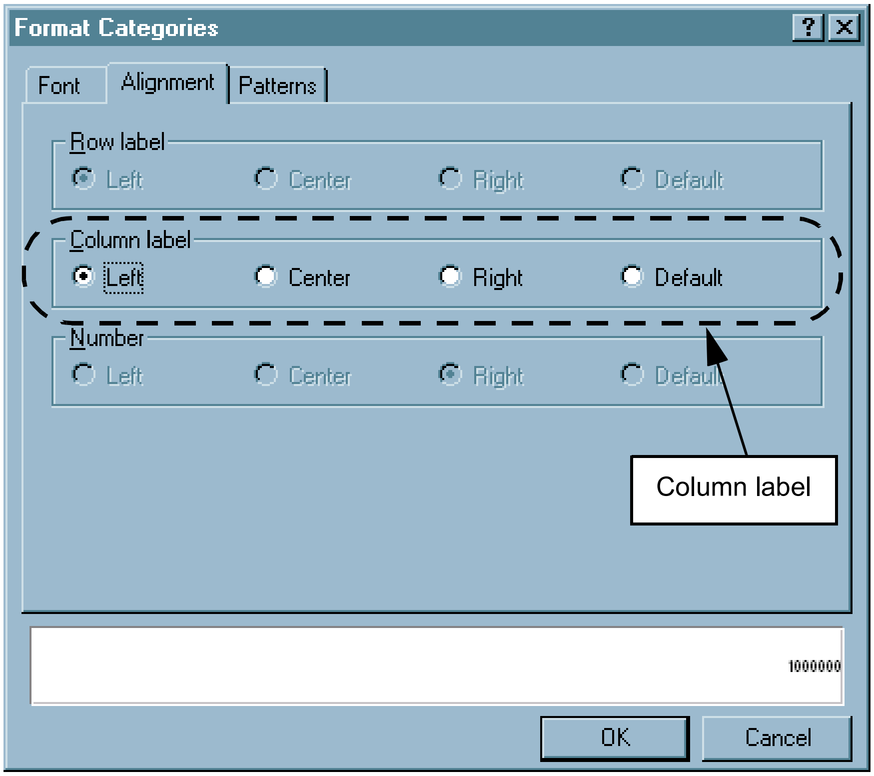
Notice that there is also a list box for selecting Over or underline effects.

To left justify the column headings:

8. Click on the **Alignment** tab.

NOTES

Notice that the Column label area is the only area active because only columns were chosen on the report.

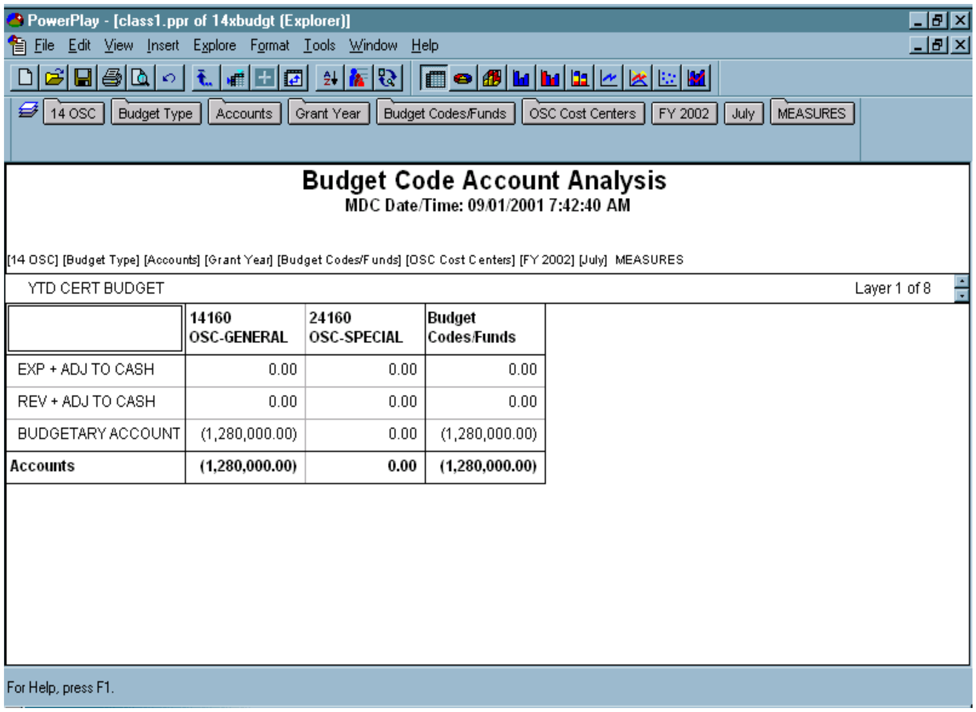


9. Click on the Left option button, then click the **OK** button.

10. Click on the home area to deselect everything.

NOTES

The DSS displays the results.



	14160 OSC-GENERAL	24160 OSC-SPECIAL	Budget Codes/Funds
EXP + ADJ TO CASH	0.00	0.00	0.00
REV + ADJ TO CASH	0.00	0.00	0.00
BUDGETARY ACCOUNT	(1,280,000.00)	0.00	(1,280,000.00)
Accounts	**(1,280,000.00)**	**0.00**	**(1,280,000.00)**

WALKTHROUGH: Formatting with Overline/Underline

SCENARIO

You decided next to create a single overline/double underline around the ACCOUNTS total.

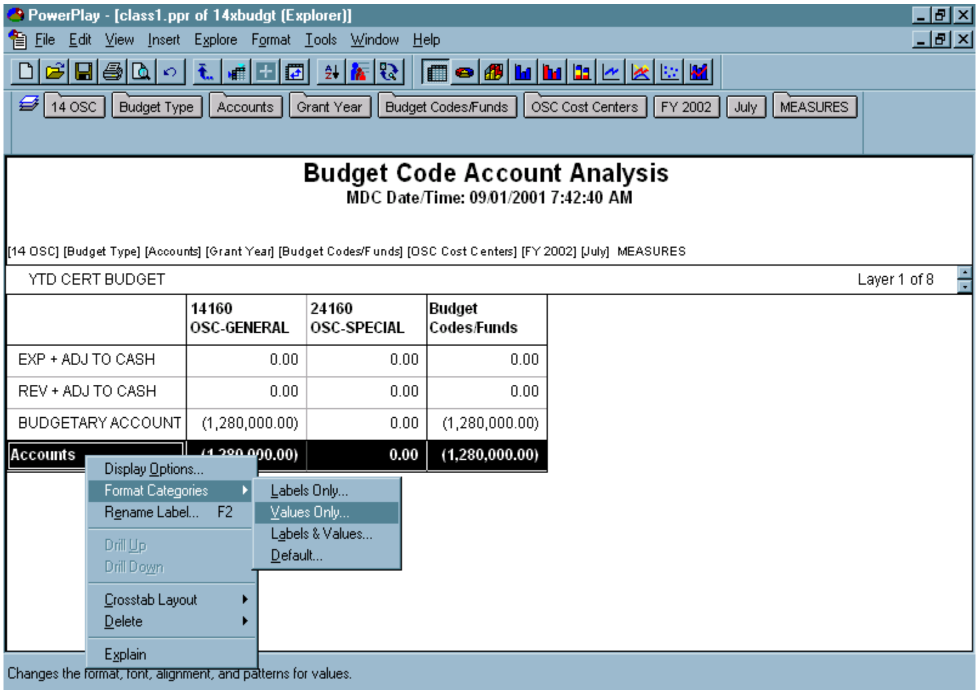
Walkthrough Objective:

❒ Put a single overline/double underline around ACCOUNTS.

To select the row to format:

1. Click on the row label **ACCOUNTS** to select it.

NOTES



To open the format dialog box:

2. Right click the mouse to bring up the pop-up menu.

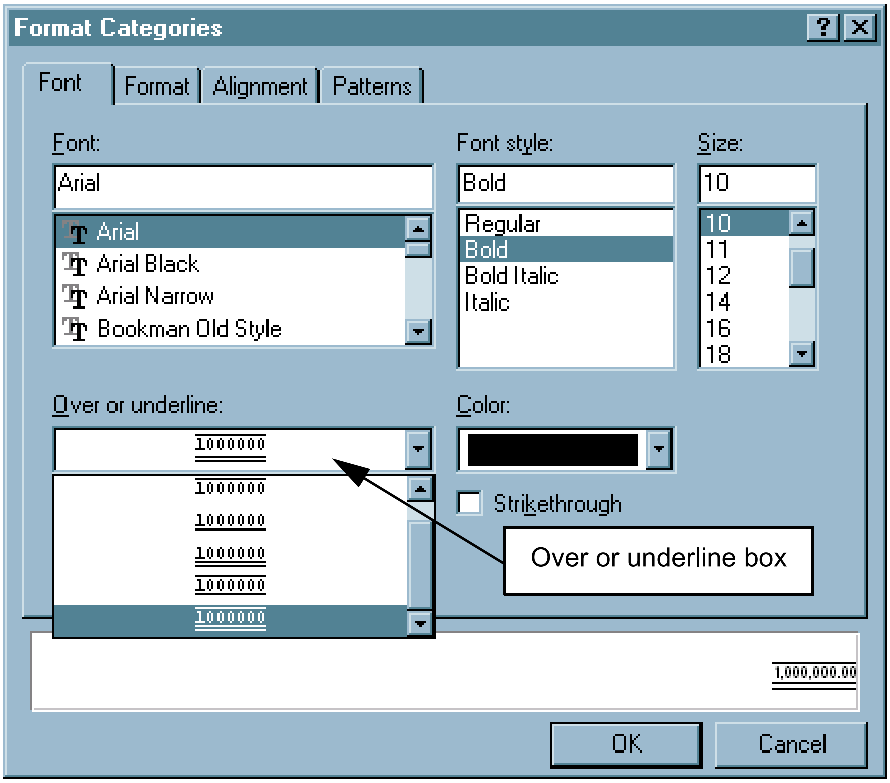
3. Position the cursor over **Format Categories** from the pop-up menu.

4. Click on **Values Only** from the pop-up menu.

- Click on **Format** from the menu bar, position the cursor over **Categories**, and then click on **Values Only**.

NOTES

The DSS displays the *Format Categories* dialog window.



To overline and to underline the row:

5. Click on the **down arrow** on the *Over or underline list* box.

6. Scroll to the bottom of the box.

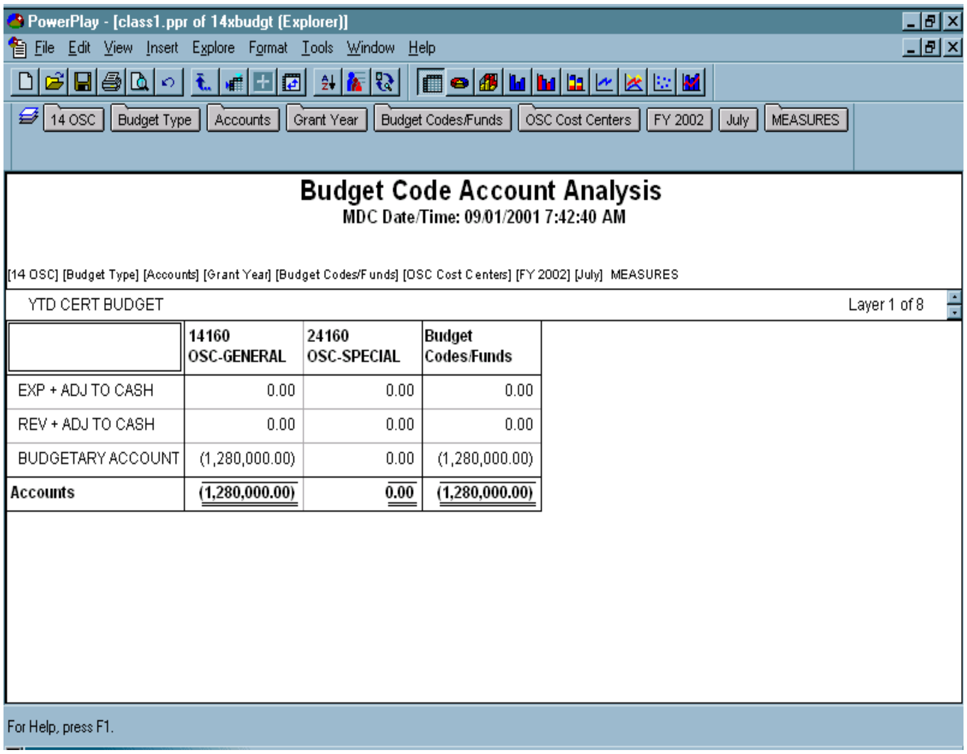
7. Click on the **1000000**.

8. Click on the **OK** button.

9. Click on the home area to deselect the row.

The DSS displays the report with the total underlining.

NOTES



Zero Suppression

Building custom reports may result in many rows or columns in which the values are all zeros. The **Suppress Zeros** feature can conceal these from view, and yet allow them to reappear whenever a cube update results in a non-zero value in a concealed row or column.

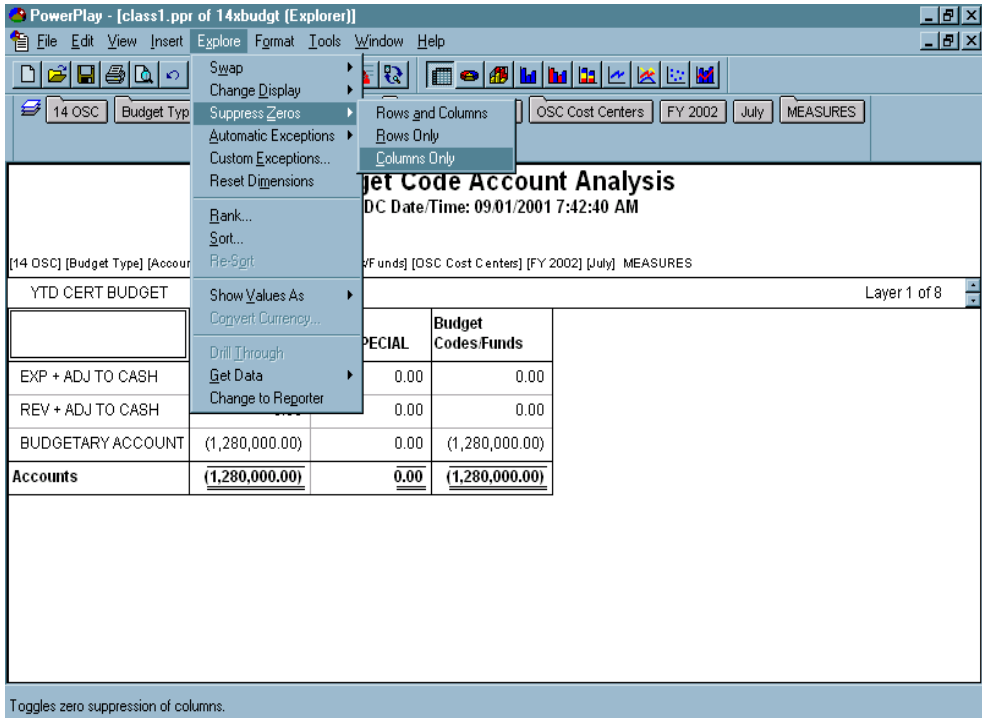
WALKTHROUGH: Suppressing Zero Values

SCENARIO
Your manager wanted budget codes with all zero values hidden. Since these Budget Codes may have values in them in the future, you decide to suppress zero columns.

Walkthrough Objective:

❒ Suppress zero columns.

NOTES



To suppress zero value columns:

1. Click on **Explore** on the menu bar.

2. Position the cursor over **Suppress Zeros** from the drop-down menu.

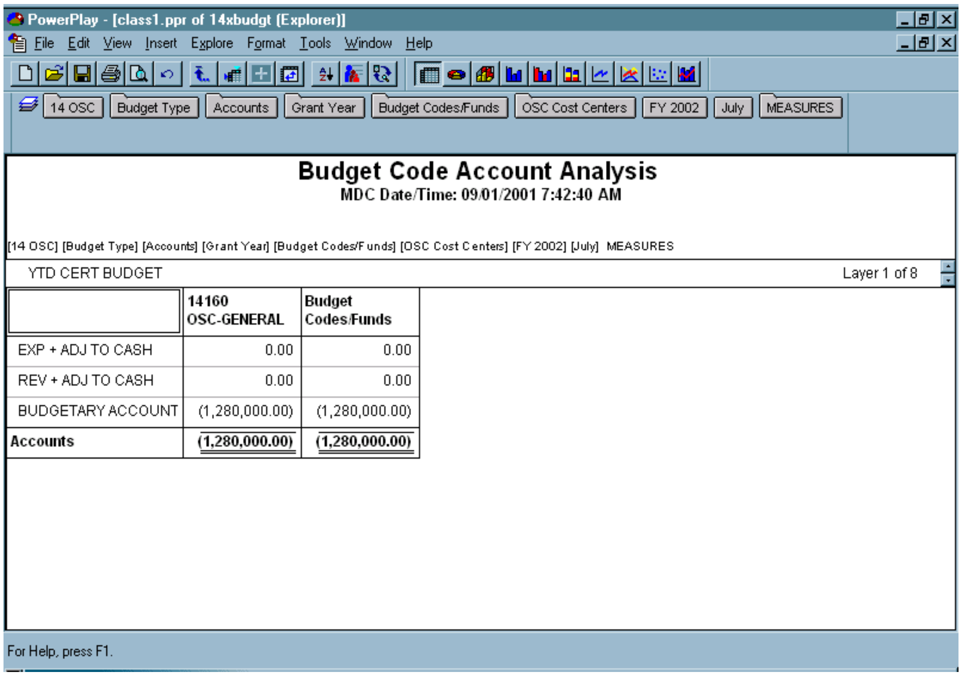
3. Click on **Columns Only** from the drop-down menu.

   The DSS places a check mark in front of Columns Only, in the Suppress Zeros drop-down menu, after it has been selected. (To deselect, click on Suppress Zeros and then click on Columns Only again.)

The DSS allows zero value rows or columns or both to be hidden.

The DSS displays the results.

NOTES



Using the Suppress Zero values command slows processing. It can be used more effectively as a preliminary to printing.

Printing a Report

A DSS report can be printed to retain a hard copy of the data at a particular point in time. The following walkthrough demonstrates how to print a DSS report.

WALKTHROUGH: Printing a Report

SCENARIO

You have finished the formatting changes your manager requested. You want to print a copy of the report for your manager's review.

Note: Since this is a training class, we will not be printing the report.

Walkthrough Objectives:

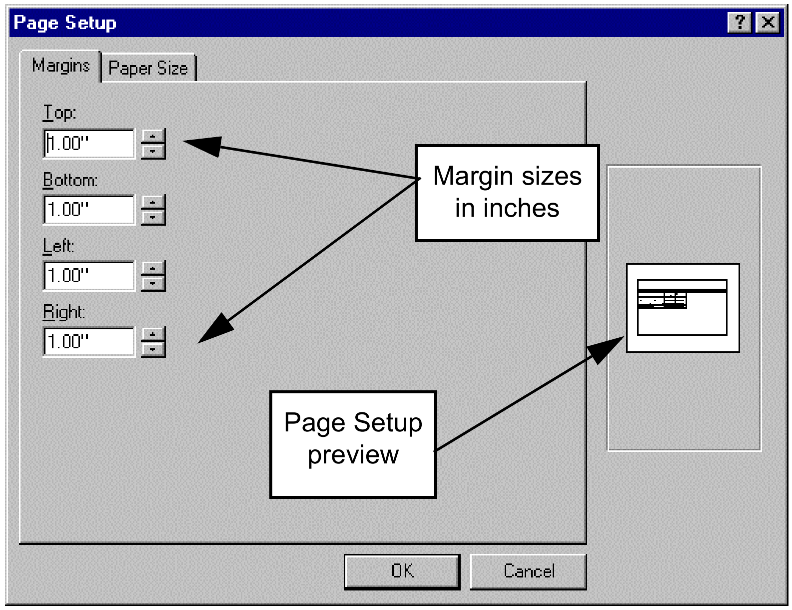
- ❒ Review Page Setup.
- ❒ Review Print Box.
- ❒ Use Print Preview.

NOTES

To select the Page Setup:

1. Click on **File** on the menu bar.

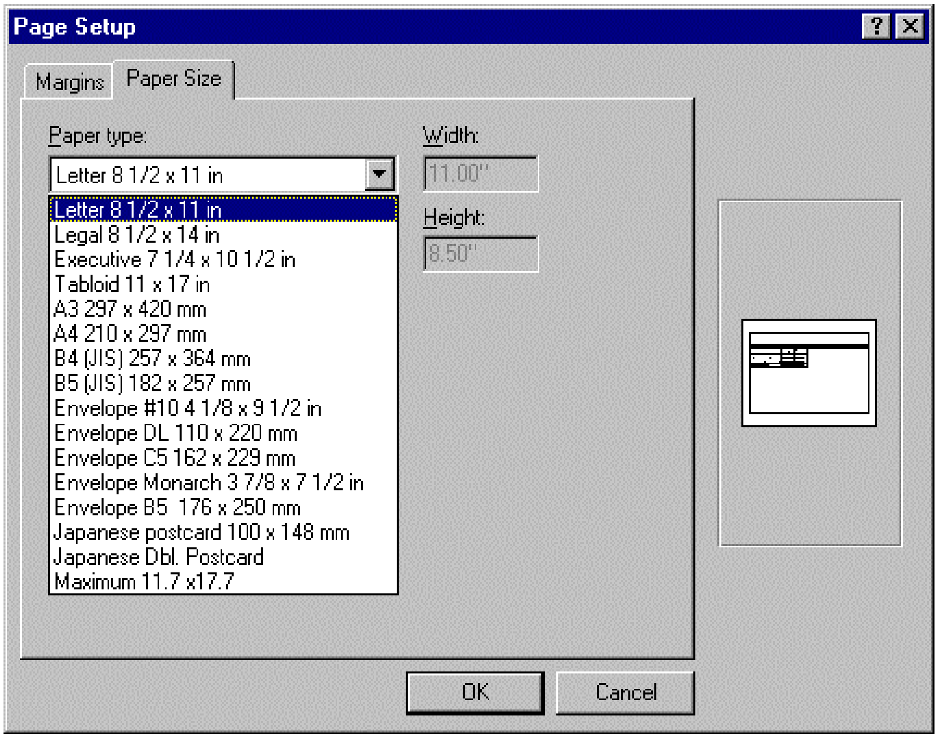
2. Click on **Page Setup** from the drop-down menu.



3. Change the Left, Right, Top, and Bottom margins to**.5** in the Margins tab of the Page Setup dialog box.

🗁 The margins you will set will depend on the printer you are using.

NOTES



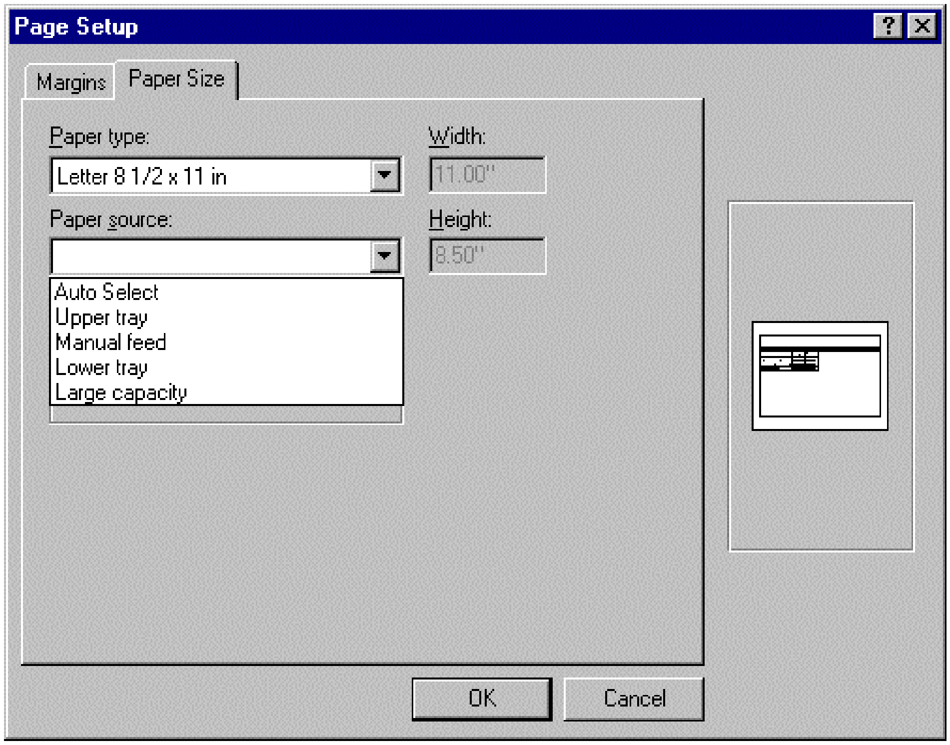
To change the paper size and orientation:

4. Click on the **Paper Size** tab.

5. Click on the **down arrow** on the Paper type list box to get a list of available paper sizes.

6. Click on **Letter 8 ½ x 11 in** to choose it. This paper size may already be selected.

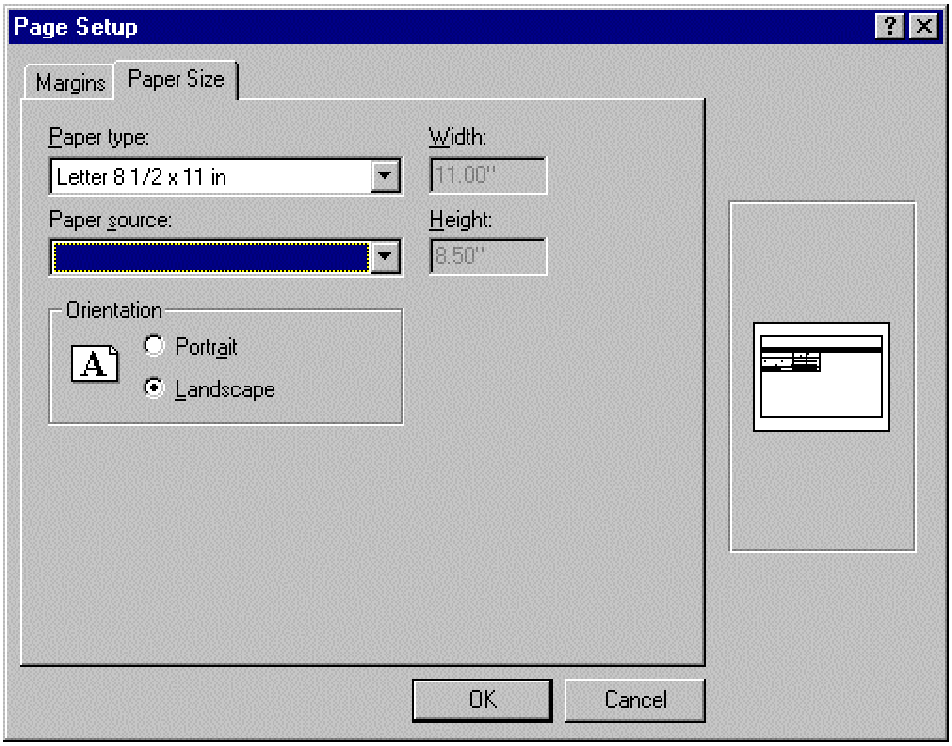
NOTES



To view the potential paper sources:

7. Click on the **down arrow** on the Paper source list box. For this example, there is no need to change the selection.

If you want to change the paper Orientation, click on the appropriate option button. Landscape is the most common choice for a DSS report.



8. Click on the **OK** button.

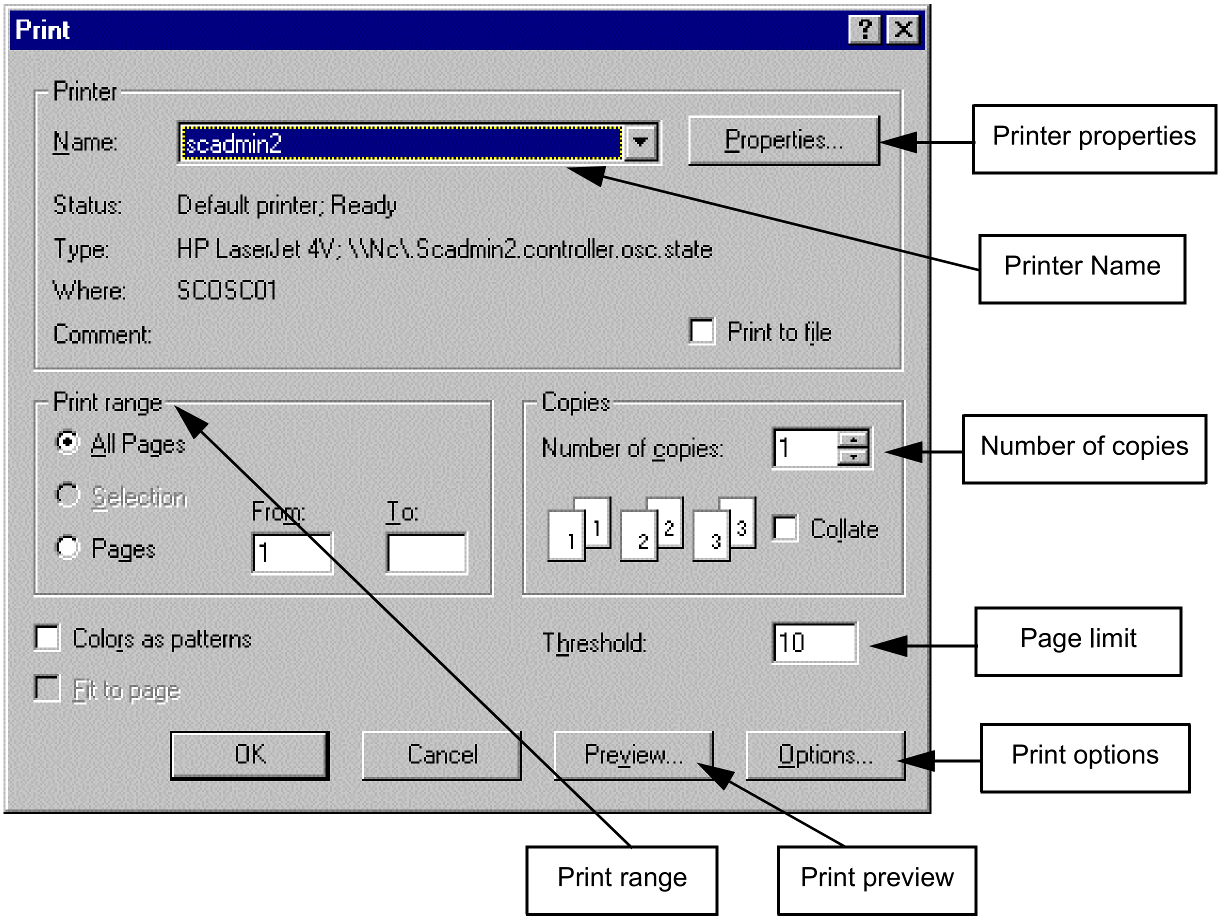
To open the Print dialog box:

9. Click on **File** on the menu bar.

10. Click on **Print** from the drop-down menu.

    The Print dialog box appears. The Print dialog box has four significant sections:

    - Printer selection
    - Print Range
    - Copies
    - Other



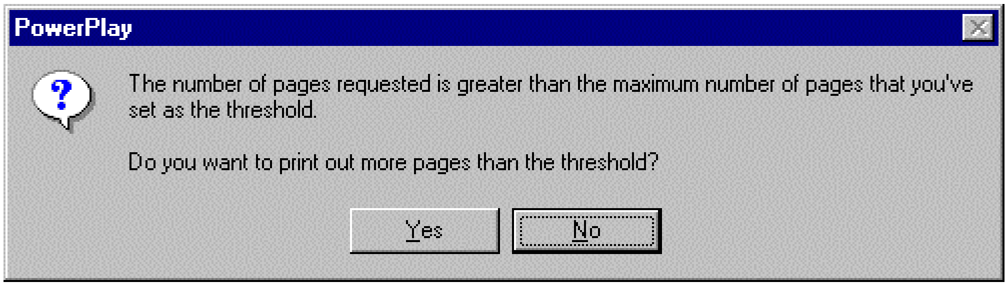
The **Printer selection** area is for choosing a printer. This also has a button that will allow you to change the properties for your printer. The *Print to file* check box will print the report to a.prn file that can be sent to a printer.

The **Print range** section is used to select the entire report, pages or selections of a report to be printed.

The default is to print one page.

The **Copies** section is used to select multiple copies of a report to be printed. You may also choose to collate the report.

NOTES

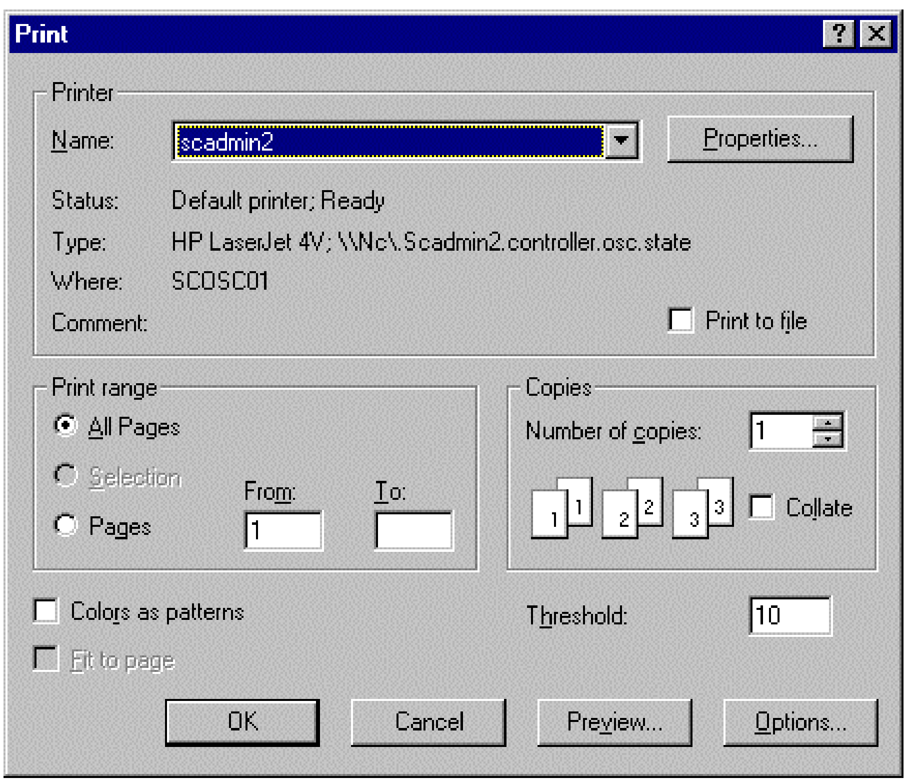


The Other section determines the **Threshold** of pages to be printed. The DSS will warn you if you are asking to print more than the threshold. The DSS will print the pages up to your threshold if you reply that you do not want to print more pages than the threshold. If you click on the Yes button, the remainder of the pages will print.

The **Fit to Page** option will fit each layer to a page. If there are many rows or columns, this option will reduce the size to an illegible level.

The **Options** button is used to change print options to print more than one page and/or layer of a report.

The **Preview** button is used to preview the print job.



NOTES

To select the printer:

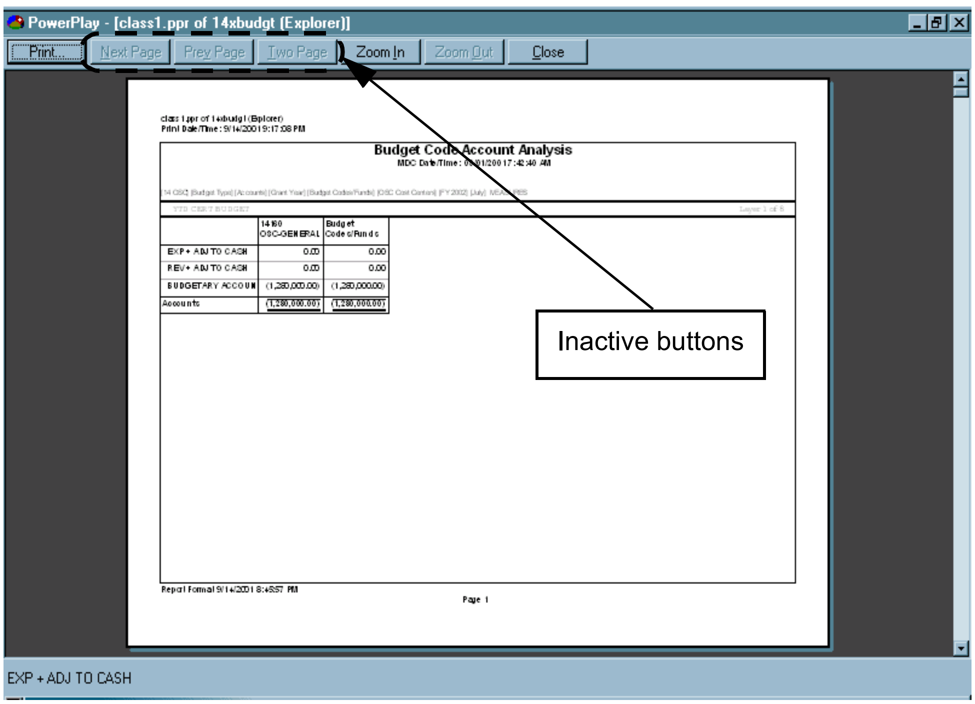
11. Click on the **Name** list box to change the printer. You will see the list of available printers. Since we are not going to print in this example, you do not need to make a selection.

12. If the printer properties need to be changed or reviewed, click on the **Properties** button to change printer properties, including print quality.

To view the report before the options are changed:

13. Click on the **Preview** button.

    The DSS displays the print preview. The page buttons are not active, which indicates that only one page of the report will print.

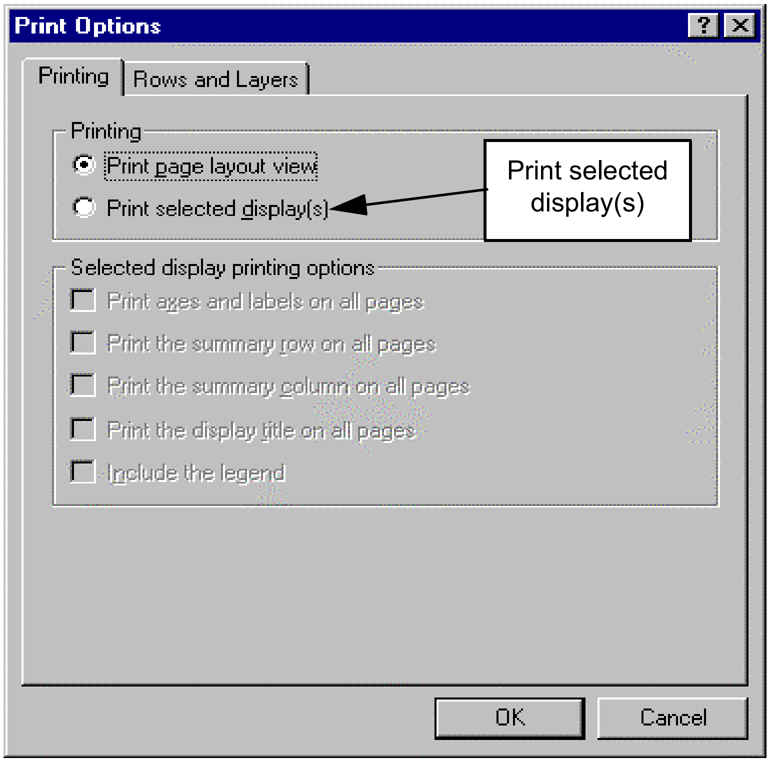


14. Click on the **Close** button.

To change Print Options:

15. Click on the **Options** button.

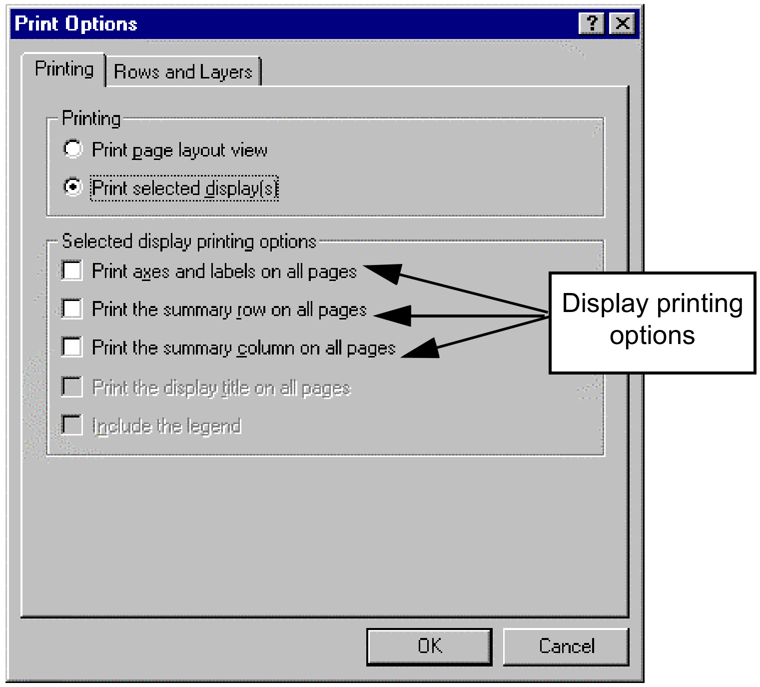
NOTES



Print page layout view - will print the first page of all displays as they appear in the page layout view. *Print selected displays* - will print all pages for the selected display. At present, we only have one display.

16. Click on the list box ***Print selected display(s)*** in the Printing area. The *Selected display printing options* will become active.

NOTES

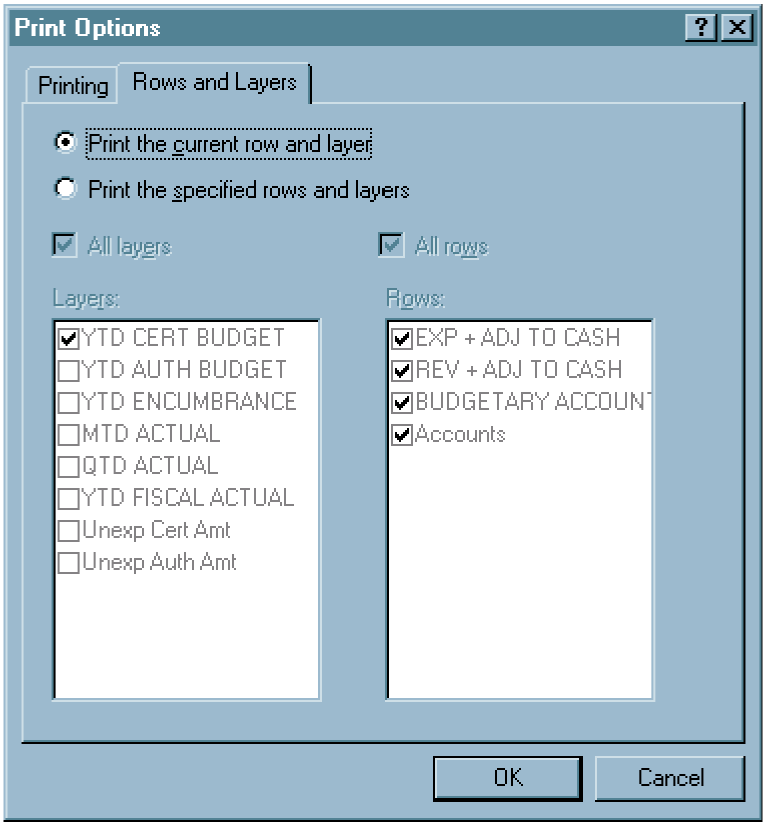


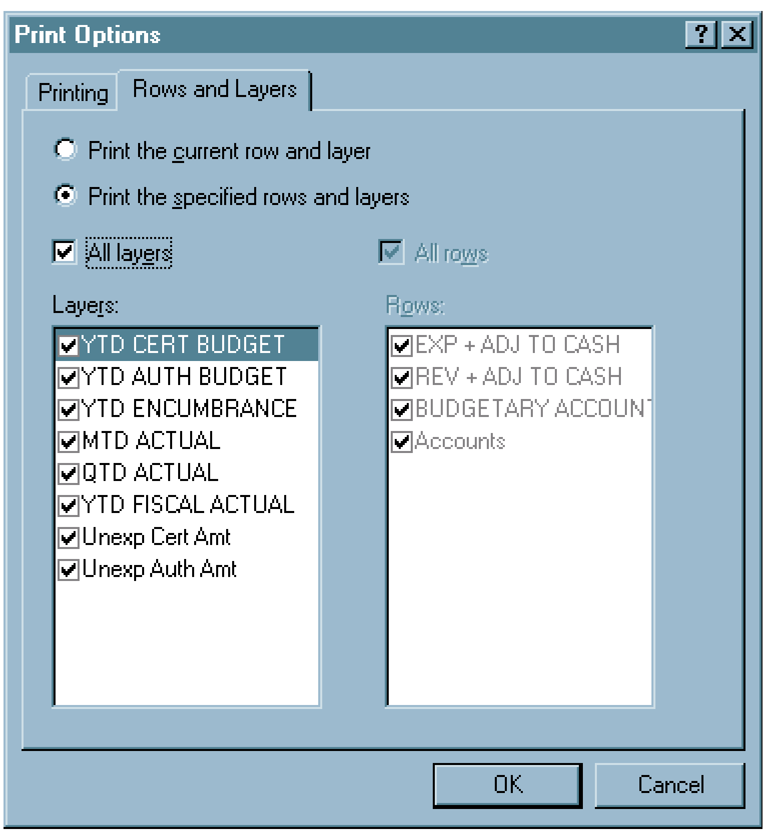
17. Choose display printing options, as desired.

To set to print more than one layer:

18. Click on the **Rows and Layers** tab.

NOTES


Print Options
Printing
Rows and Layers
Print the current row and layer
Print the specified rows and layers
All layers
All rows
Layers:
YTD CERT BUDGET
YTD AUTH BUDGET
YTD ENCUMBRANCE
MTD ACTUAL
QTD ACTUAL
YTD FISCAL ACTUAL
Unexp Cert Amt
Unexp Auth Amt
Rows:
EXP + ADJ TO CASH
REV + ADJ TO CASH
BUDGETARY ACCOUN
Accounts
OK
Cancel


Print Options
Printing
Rows and Layers
Print the current row and layer
Print the specified rows and layers
All layers
All rows
Layers:
YTD CERT BUDGET
YTD AUTH BUDGET
YTD ENCUMBRANCE
MTD ACTUAL
QTD ACTUAL
YTD FISCAL ACTUAL
Unexp Cert Amt
Unexp Auth Amt
Rows:
EXP + ADJ TO CASH
REV + ADJ TO CASH
BUDGETARY ACCOUN
Accounts
OK
Cancel

NOTES

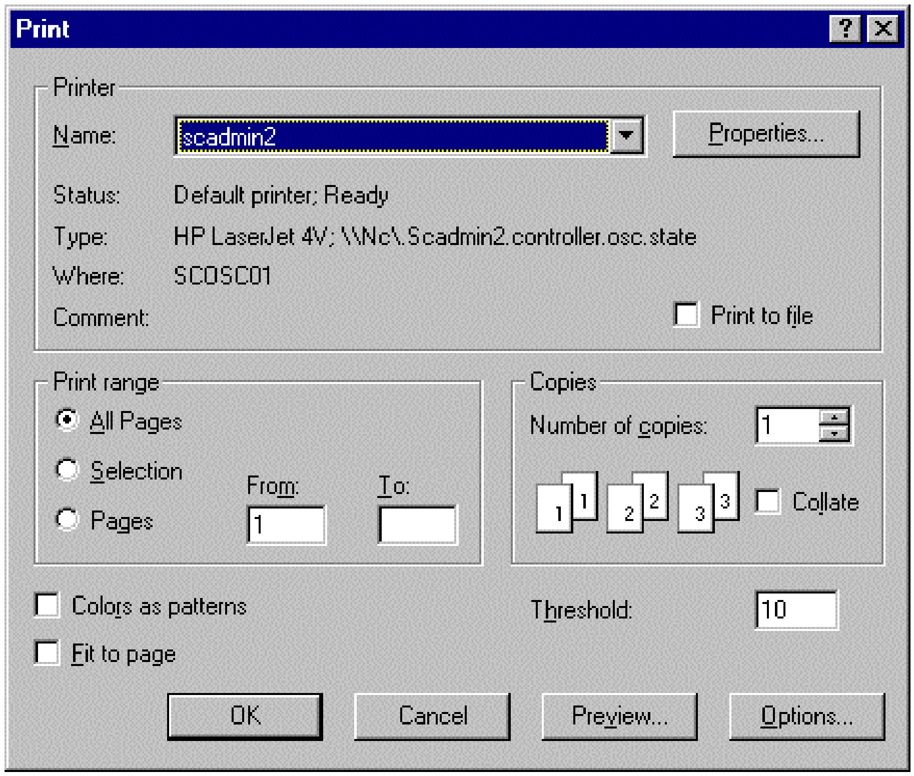
19. Click on the **Print the specified rows and layers** select box.

20. Double click on the **All layers** select box to choose all layers.

> Individual layers or all layers can be chosen.

21. Click on the **OK** button.

Notice that all areas of the Print dialog box are now active.

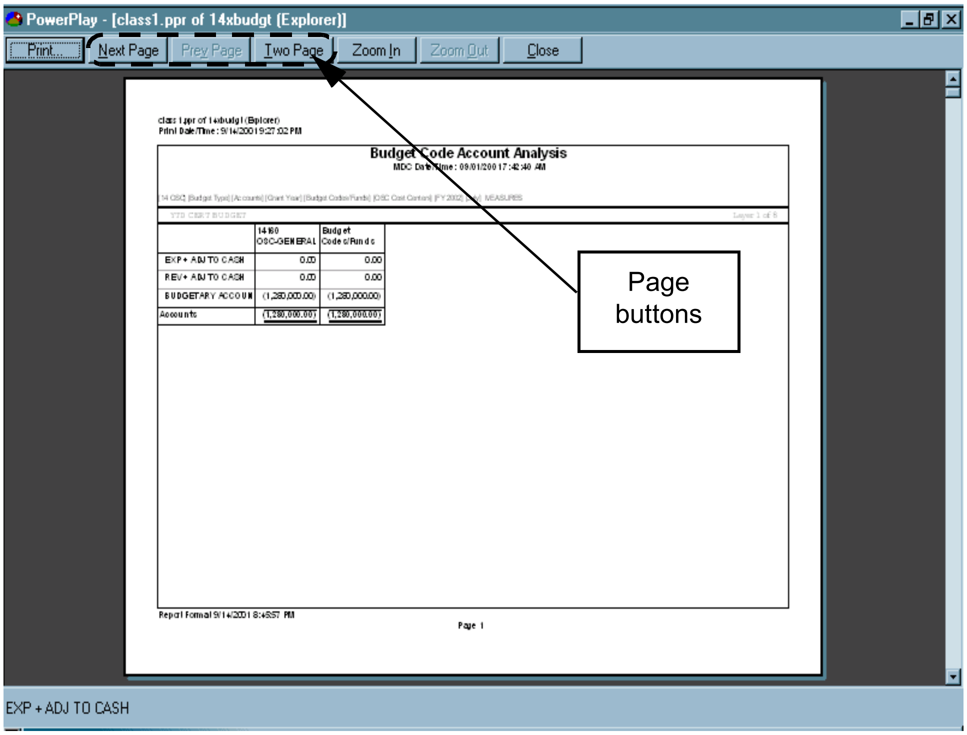


To preview the print job:

22. Click on the **Preview** button.

NOTES

The DSS displays the print preview. Notice that the page buttons are now active.



23. Click on the **Next Page** button to scroll through the report pages.

24. Click on the **Close** button.

25. For this example, click on the **Cancel** button. (You would complete the printing process by clicking the **OK** button.)

Saving a Report to MS Excel

Users sometimes find it useful to save a record of the DSS data at a particular point in time, for example, after performing complex calculations on the DSS data, or to send the data in electronic format to coworkers who do not have access to the DSS.

The following walkthrough will show you how to save a report to Excel. Financial data in this spreadsheet will not be automatically updated by the DSS and cannot be drilled up or down.

NOTES

WALKTHROUGH: Saving to Excel

SCENARIO

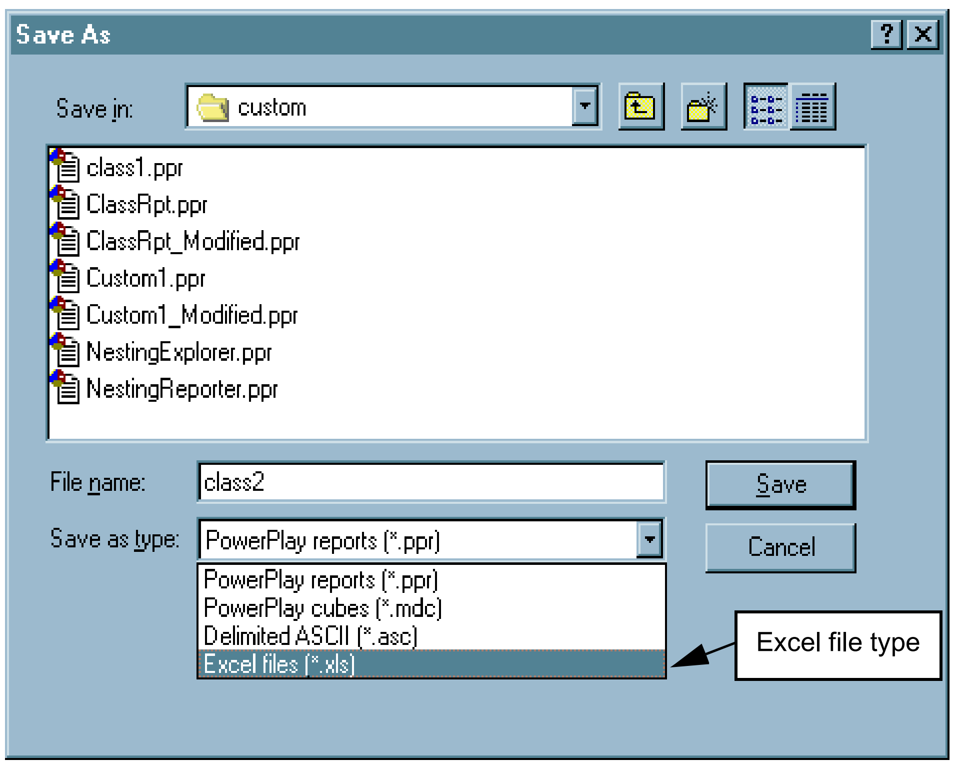
Your manager wants the data on this report saved as of today. You decide to use Excel so that the report will not be automatically updated with new data. Name your spreadsheet *class2*.

Walkthrough Objectives:

- ❒ Save the DSS data to Excel.
- ❒ View the data in Excel.

To save the report to Excel:

1. Click on **File** on the menu bar.
2. Click on **Save As** from the File drop-down menu.



3. Type **class2** in the File name box of the *Save As* dialog box.
4. Click on the **down arrow** beside the SAVE AS TYPE field.
5. Click on **Excel files (*.xls)** to select it from the SAVE AS TYPE field in the *Save As* dialog box.

NOTES

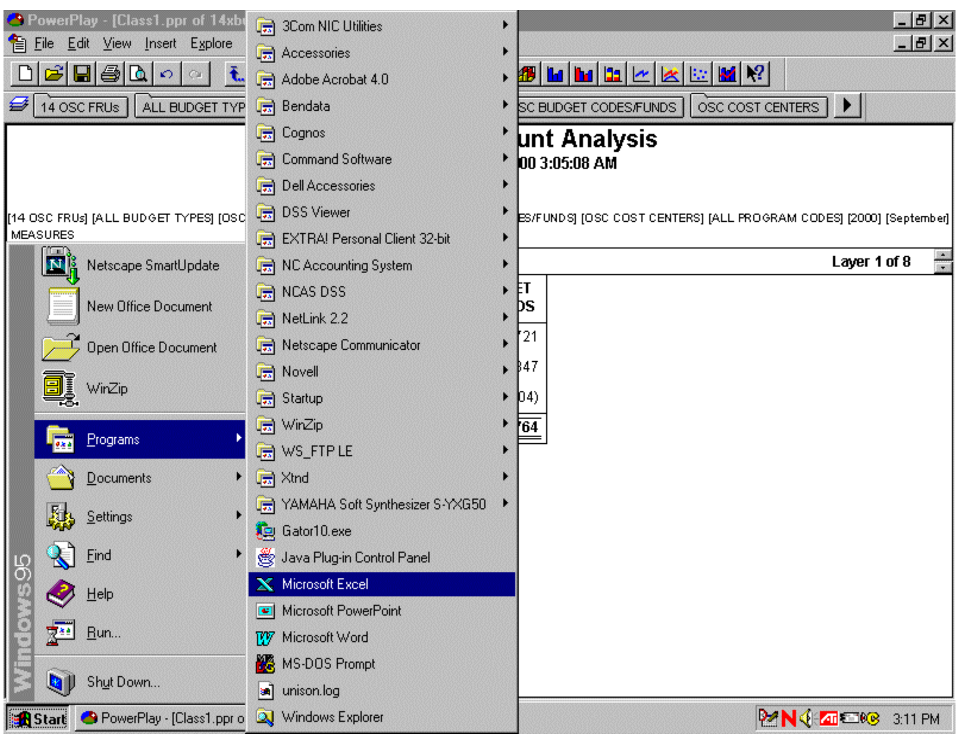
- Note the other available choices of file types.
- The number of characters to use in the naming of your report is limited only by the drive to which you are saving it.

6. Select the **c:\ncasdss\custom** directory from the list box, if not already chosen.

7. Click on the **Save** button.

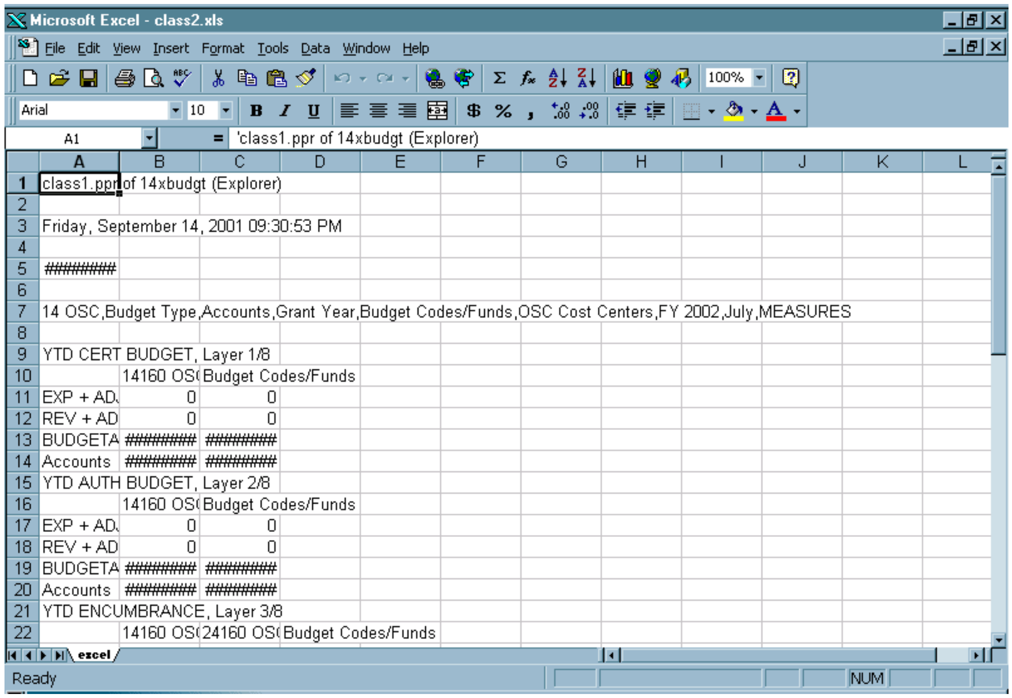
   The DSS sends a completion message.

8. Click on the **OK** button.



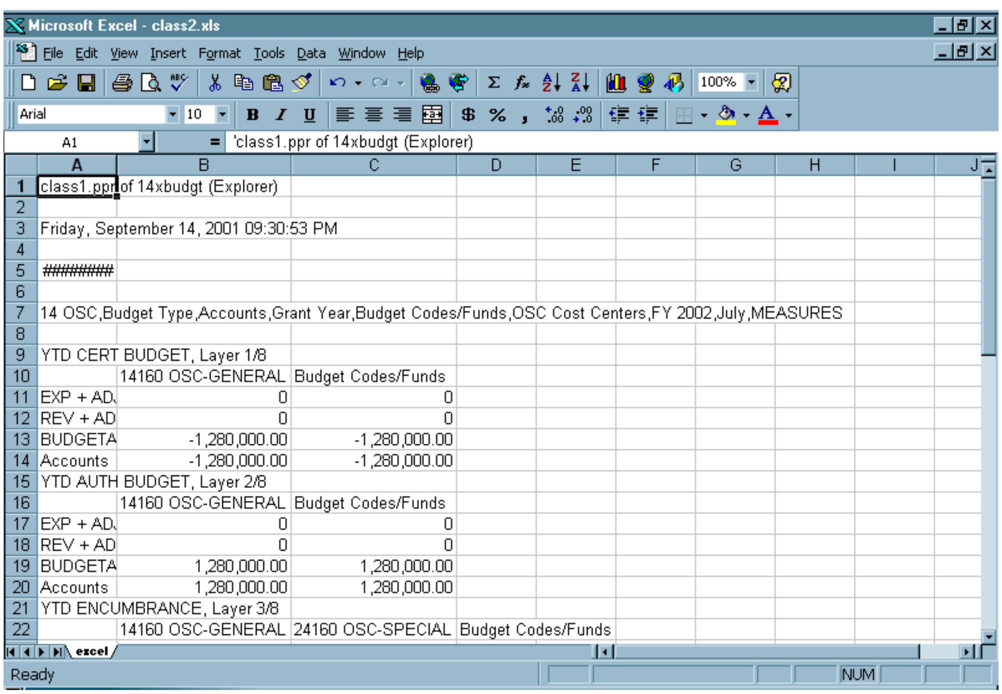
9. Open the Excel spreadsheet.

NOTES



Notice that:

- Excel saves the layers one after another, not on separate worksheets.
- The Suppress Zeros/Columns Only feature was selected, so zero columns are not saved to Excel.



To close the Excel spreadsheet:

NOTES

10. Click on the ☒ on the top right-hand corner of the screen.

11. If prompted to save changes, click **No**.

You have now successfully saved your report to an Excel spreadsheet. Remember that this spreadsheet will *not* be updated when the DSS database updates.

ACTIVITY: Formatting Your DSS Report

SCENARIO

You are a manager at your agency and you want to add some formatting to your data in the DSS Budget Code Control Report. You decide to display and add the title “My Custom Report” to the report. You also want to format the column labels of your report as bold. The numbers should be formatted as dollars. You want to add a single overline/double underline to your summary row. Remember to filter the data for the current fiscal year and the prior month.

Save your report, as *formatted_bccr.ppr*.

NOTES

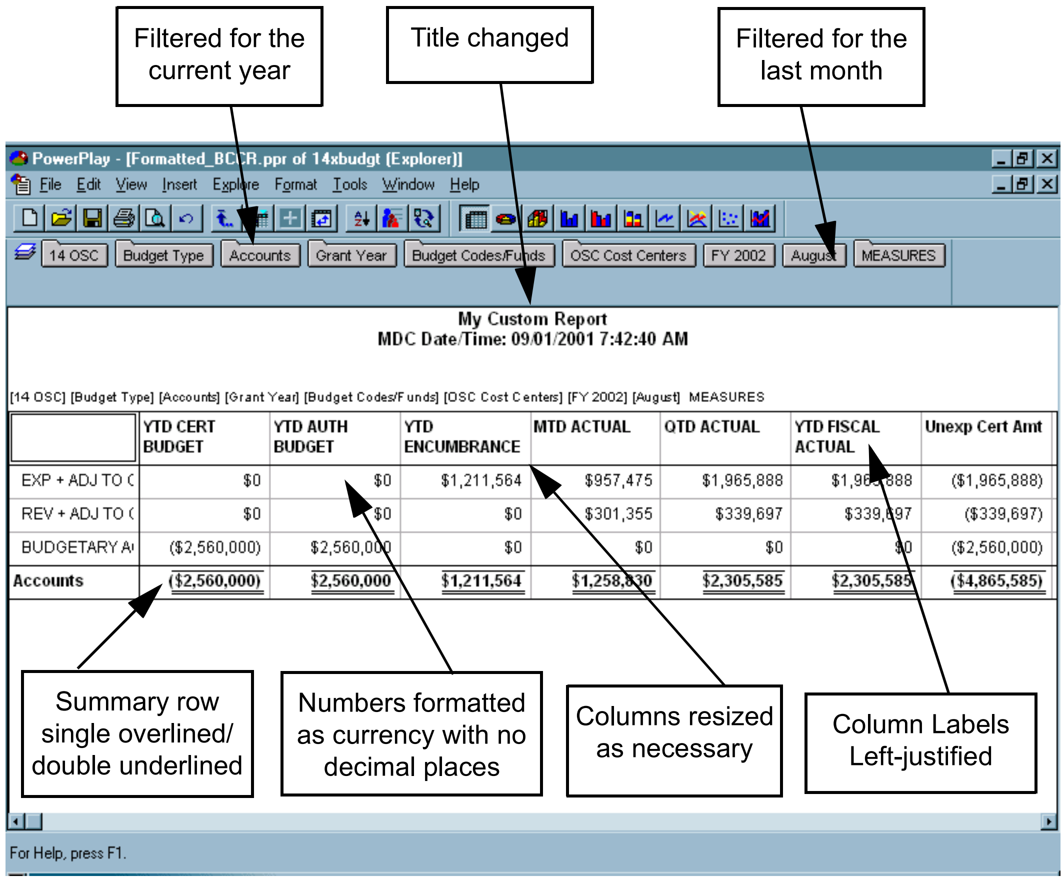
Activity Objectives:

- ❒ Open your agency's Budget Code Control Report.
- ❒ Resize the dimension line.
- ❒ Filter for the current fiscal year.
- ❒ Filter for the prior month.
- ❒ Display the title.
- ❒ Change the title from **<NEW TITLE>** to **My Custom Report**.
- ❒ Bold and left-justify the column titles.
- ❒ Format numbers as currency with no decimal places.
- ❒ Resize columns to fit numbers as necessary.
- ❒ Add a single overline/double underline to the summary row.
- ❒ Save as *formatted_bccr.ppr*.

For assistance with this activity, refer to the *Steps for Completing the Activity on Formatting Your DSS Report* on the following pages and the *Sample Solution* below or ask the instructors for help.

Sample Solution for Activity on Formatting a DSS Report

NOTES



Steps for Completing the Activity on Formatting Your DSS Report

To open your agency's GL Budget Code Control report from the Agency Management Analysis Select Menu:

1. Click on the **down arrow** beside *Please Pick an Agency Below* to get a list of agencies available to you.

2. Click on the **scroll bar** until your agency is visible.

3. Click on **your agency** from the drop-down menu.

4. Click on the **down arrow** of the VIEWS list box to drop-down a list of available Explorer reports.

5. Click on **GL Budget Code Control** to select it.

6. Click on the **Launch** button.

NOTES

To select the database:

7. Click on the **OK** button.

8. Select **your agency xbudgt.mdc** (database) from the list of file names in the *Choose a Local Cube* window.

9. Click on the **OK** button.

To resize the dimension line:

10. Position the cursor on the edge of the dimension line until a double-headed arrow appears.

11. Click and drag the dimension line until it is doubled in size.

To filter dimensions for current fiscal year:

12. Position the cursor over **Fiscal Year** on the dimension line to open the dimension list.

13. Click on the **current fiscal year**.

To filter dimensions for the prior month:

14. Position the cursor over **Fiscal Period** on the dimension line to open the dimension list.

15. Click on the **prior month**.

To display the title:

16. Click on **View** on the menu bar.

17. Click on **Title** from the drop-down menu.

To change the title to My Custom Report:

18. Double click on the **title**.

19. Highlight **<NEW TITLE>** to select it.

20. Type **My Custom Report**.

21. Click on the **OK** button.

To format the columns in your DSS Report:

NOTES

22. Click on **Edit** on the menu bar.
23. Position the cursor over **Select**.
24. Click on **Columns** from the drop-down menu.
25. Right click the mouse.
26. Position the cursor over **Format Categories** on the pop-up menu.
27. Click on **Labels Only** from the drop-down list.
28. Click on **Bold** in the Font Style area.
29. Click on the **Alignment** tab, then click on LEFT.
30. Click on the **OK** button.

To format numbers in your DSS Report:

31. Right click the mouse. Notice that the columns are still highlighted.
32. Position the cursor over **Format Categories** on the pop-up menu.
33. Click on **Values Only** from the drop-down list.
34. Click on the **Format** tab on the Format Categories dialog box.
35. Click on **$#,##0** and **no decimal places** in the format option list box.
36. Click on the **OK** button.

To resize the columns:

37. Position the cursor between two columns. It will become a crosshair.
38. Left click the mouse and drag the border to the right.

To add a single over line/double underline to the summary row:

39. Click on the summary row titled **ACCOUNTS** to select it.
40. Right click the mouse.
41. Position the cursor over **Format Categories** on the pop-up menu.

NOTES

42. Click on **Values** only from the drop-down list.

43. Click on the **down arrow** in the OVER OR UNDERLINE section of the Font tab on the Format Categories dialog box.

44. Scroll to the bottom of the box and click on  .

45. Click on the **OK** button.

To save your file:

46. Click on File/Save As on the menu bar.

47. Type **formatted_bccr** in the FILE NAME box.

48. Click on the **Save** button.

SUMMARY

This section of the handbook used walkthroughs to demonstrate several basic DSS tools and techniques for formatting and printing data.

The following DSS procedures enable users to format and print data presentations:

- Opening Custom ReportsDisplaying/Viewing/Editing Titles
- Formatting Numbers
- Aligning Data Elements
- Adjusting Column and Row Sizes
- Modifying the Font
- Suppressing Zero Values
- Printing (Instructor Demonstration)
- Saving to Excel

Procedure 1: Opening a DSS Report in Explorer Mode

USING WINDOWS

1. Click on the **Start** button on the Windows Taskbar, position the cursor over **Programs**, point to **NCAS DSS**, and then click on the **DSS Desktop** button.

2. Click on the **Management Analysis Agency** (magnifying glass) button on the *NCAS Decision Support System* main menu.

3. **CENTRAL MANAGEMENT AGENCIES** (all other users skip this step): Click on the **down arrow** beside “Please Pick an Agency Below” to display a list of available agencies.

4. Click on the **down arrow** of the VIEWS list box to display a list of available Explorer reports.

5. Click on the **report** you wish to select from the VIEWS list box.

6. Click on the **Launch** button.

If opening AFF Management Control, MM Open Documents by Account, or MM Open Documents by Requester/Vendor, skip the remaining steps in this procedure.

🗁 The DSS displays the PowerPlay “Cannot open the cube” window.

7. Click on the **OK** button.

8. Select the **Local MDC** cube from the list of file names in the “Choose a Local Cube” window.

9. Click on the **OK** button.

Procedure 2: Opening a DSS Report Using Cognos PowerPlay

1. Click on **Start** on the Windows Taskbar, position the cursor over **Programs**, position the cursor over **Cognos**, and then click on **PowerPlay**.
2. Click **Close** on the PowerPlay Welcome screen.
3. On the menu bar, click **File**, then **Open**.
4. In the upper left corner of the **Open** dialog box, click **Prompt for Cube**.
5. Locate your report (*.ppr) file using the **Open** dialog box, click on the *.ppr file name to select it, then click the **OK** button.
6. When the **Choose a Local Cube** dialog box appears, locate the desired database (*.mdc) file using the dialog box.
7. Click on the *.mdc file name to select it, then click the **OK** button.

Procedure 3: Opening a DSS MDC File Using Windows Explorer

1. Use Windows Explorer to locate the *mdc file you wish to open.

2. Double Click on the *.mdc file name.

Procedure 4: Filtering for a Dimension

1. Scroll across the dimension bar to the right, if necessary, until the desired dimension is visible.

🗁 When the Dimension Line is scrolled to the end, the scroll arrow disappears.

2. Position the cursor over the dimension to view the dimension's list.

3. Click on the item from the list for which you are filtering.

🗁 If the folder on the dimension bar becomes a closed folder, the data for which you are filtering is at the lowest level for this dimension.

The most frequently filtered dimensions are:

- Budget Codes/Funds.
- FISCAL YEAR.
- FISCAL PERIOD (months).

Procedure 5: Resizing the Dimension Line

1. Position the cursor on the edge of the Dimension Line until a double- headed arrow appears.

2. Click and drag the edge of the Dimension Line downward until it doubles in size.

   🗁 Sometimes the Dimension Line is accidentally moved instead of being resized. If this happens, move the Dimension Line over the toolbar and it will return to the top of the screen.

3. All dimensions are now visible.

   🗁 The resized Dimension Line will not be saved. The user will need to resize the Dimension Line each time the report is accessed.

Procedure 6: Using the Dimension Viewer to Filter Data

1. Click on the **Dimension Viewer** button on the Toolbar.

2. Position the cursor over the right border of the Dimension Viewer. Notice that the cursor shape changes to a crosshair.

3. Click and drag the border to the right until all the dimension titles are visible.

4. Double click on the desired dimension in the Dimension Viewer.

   🗁 The plus sign indicates a parent category with child categories below.

5. Click on the child category for which you want to filter.

6. Click on the **filter** button on the Dimension Viewer toolbar. The DSS displays the data for which you have filtered.

   🗁 The Dimension Viewer can be more efficient than the Dimension Line when a dimension is filtered more than one level down.

Procedure 7: Swapping Rows, Columns, and Layers

🗁 Swapping rows, columns, and layers can change the perspective of the data presentation.

1. Click on **Explore** on the menu bar.
2. Position your mouse cursor over **Swap** on the drop-down menu.
3. Depending on how you want your data to change, click on **Rows and Columns**, **Rows and Layers**, or **Columns and Layers**.

Procedure 8: Using Find in Report Box

To search and find specific data in a report:

1. Click on **Edit** on the menu bar.
2. Click on **Find** in the drop-down menu. The “Find in report” box opens.
3. Click on the **Options** button to view all options.
4. Type a **search criteria** in the “Find what” box if needed.
5. Click on the **Find next** button. The cursor box moves to the first occurrence of the string.
6. To find the next occurrence, click on the **Find next** button and continue clicking the button until the PowerPlay message box appears.
7. Click on the **OK** button.
8. Click on the **Close** button.

   🗁 Find in report searches dimension titles only; it does not search for amounts.

Procedure 9: Renaming a Label

1. Click on the **label** to highlight it.
2. Click on **Edit** on the menu bar.
3. Click on **Rename Label** from the drop-down menu.
4. Type the **new name** in the New category label box.
5. Click on the **OK** button.

Procedure 10: Using the Shared Dimension Line

🗁 Explorer and Reporter reports can be open at the same time. This is useful since Explorer is used for quick analysis whereas Reporter is used for detailed reports.

When more than one report is open, do the following for each report:

1. Click on **File** on the menu bar.
2. Click on the **Shared Dimensions** option to activate it.

   🗁 When the option is activated, a check mark appears beside it.

To view one of the open reports:

3. Click on **Window** on the menu bar.
4. Click on the **file name** of the report you wish to view.

   🗁 After the “Shared Dimension” option is activated for each open report, a change in the filter settings for one report will automatically change the filter settings in the other open reports.

Procedure 11: Drilling Up/Down on a Layer, Column, or Row Dimension in Explorer Mode

Drilling down to the detail point:

1. Double click on a layer, column, or row dimension’s label.

> 🗁 Only dimensions that are summary points can be drilled. A summary point is indicated when the mouse cursor shape becomes a *plus sign* when the cursor is positioned over the dimension label.

2. Continue to drill down by double clicking on a label until the details are uncovered.

Drilling up to the summary point:

> 🗁 Notice that, when you reach a detail point, the cursor shape changes to a *plus sign with an up arrow*. From this point you can only drill up.

3. Repeat the steps above in reverse order to drill up to the summary point.

Procedure 12: Deleting and Moving a Measure in Explorer Mode

🗁 The MEASURES dimension does not function as the other dimensions on the Dimension Line. One special attribute of the MEASURES dimension is that the detail points can be deleted or moved in Explorer Mode. **No other dimensions can be deleted or moved in Explorer mode.**

Moving a measures dimension:

1. To move a row or a column label, click on the label to select it.
2. Drag the **label** to the desired location. The heavy black line indicates the position where the label will be placed.
3. Release the mouse button.

Deleting a measures dimension:

4. To delete a row or a column label, click on that label to select it.
5. Right click on the label, position your cursor over **Delete**, and click on **Category(s).**

Procedure 13: Using the Dimension Line to Replace Rows or Columns, or to Add Layers in Explorer Mode

🗁 Any dimension on the Dimension Line can be added as a row, column or layer.

To replace a dimension as a row or a column:

1. Click and hold any dimension from the Dimension Line and drag it to the row or column label area. The added row or column will replace all existing rows or columns.

To add a dimension as a layer:

2. Click and hold any dimension from the Dimension Line and drag it to the layer target area. The added layers will replace all existing layers.

Procedure 14: Removing Layers from an Explorer Mode

🗁 In Explorer Mode, you can only delete all layers. You can not select a specific layer to be deleted.

1. Click on **Edit** on the menu bar.

2. Position your mouse cursor over **Delete** on the drop-down menu.

3. Click on **All Layers** from the drop-down menu.

⬍ Layers can be deleted by clicking on a layer's label and pressing the Delete key. Layers can also be deleted by clicking on a layer's label, right clicking on the mouse, and clicking on **Delete All Layers**.

Procedure 15: Adding Nested Categories to Rows/ Columns in Explorer Mode

1. Click and hold a dimension on the Dimension Line.
2. To add a nested row, drag the dimension to the right of the row labels. To add as a nested column, drag the dimension to the bottom of the column labels. In either case, a long bar will appear where the nesting will occur. If a dimension is filtered when it is nested, it will nest at the filtered level.
3. To add multiple nested dimensions (details) to a row or a column, repeat steps 1 and 2.

Procedure 16: Deleting Nested Level(s) in Explorer Mode

1. Click on a nested row or a nested column label to select it.
2. Right click on the mouse and a pop-up menu appears.
3. Position your cursor over **Delete**.
4. Click on **Level**.

🗁 To delete multiple levels of nesting in Explorer in one procedure, select the highest level to be deleted.

Procedure 17: Drill Up/Down on Nested Categories in Explorer Mode

1. Double click on the nested row/label to drill up or down on it. The plus sign with an arrow in it appears where you can drill up on a column or a row.

🗁 In Explorer when a nested child category is drilled up or down, the related parent categories are also drilled up or down. That is, the number of nested levels remains the same, but the levels shift up or down.

Procedure 18: Swapping Nested Categories in Explorer Mode

1. Click on a row or a column label to select it.
2. Click and hold the label until the cursor appears as an arrow with a label box below it.
3. Drag the cursor with the label to the new label area and release it.

Procedure 19: Formatting Nesting in Explorer Mode

1. Click on **Format** on the menu bar.
2. Position your cursor over **Crosstab Layout** from the drop-down menu.
3. Click on either **Standard, Indented 1,** or **Indented 2**.
   - Right click on the mouse. A pop-up menu appears. Position your cursor over **Crosstab Layout** and click on your selection.

Procedure 20: Using the Dimension Viewer to Add Layers, Columns, and Rows in Reporter Mode

1. Complete steps 1-4 in **Procedure 4**.
2. Click on the desired dimension(s). If multiple dimensions are needed, click and hold the Shift or Ctrl key and select the desired dimensions.
3. Click on either the **Add as rows, Add as columns** or **Add as layers** button on the Dimension Viewer toolbar. The DSS displays the data that you have added.

Procedure 21: Drilling Down in Reporter Mode

1. Double click on a row or column **label** of a dimension. The DSS inserts and highlights rows or columns of detailed data below the summary row or to the right of the summary column.

🗁 Only dimensions that are summary points can be drilled. A summary point is indicated when the mouse cursor shape becomes a *plus sign* when the cursor is positioned over the dimension label.

🗁 When the cursor is positioned over a detailed point in Reporter Mode, its shape changes to an arrow, indicating that the detailed point cannot be drilled down any further.

2. Continue to drill down as needed by double clicking on a **label** until the desired details are uncovered.

🗁 Notice that, when you drill down on a dimension in Reporter, the summary and details are both displayed.

Procedure 22: Drilling Up in Reporter Mode

1. Position the cursor over a summary point. The cursor becomes a cross with an up arrow.
2. Double click on this summary point. Notice the detail points/children disappear.

Procedure 23: Deleting Data in Reporter Mode

1. Click on a **label** (row, column, layer) to select it.

2. Press Delete on the keyboard.

   🗁 To delete multiple labels under one category, select the desired labels and press Delete on the keyboard.

Procedure 24: Adding a Calculation Row or Column

1. Select the **rows or columns** you wish to use in your calculation.

   Use the Shift key to select a range, or the Ctrl key to select non-contiguous rows or columns, as appropriate.

2. Click on **Calculate** on the menu bar.

3. Click on **one of the calculation options** to select it from the drop-down menu.

4. Select and/or fill in the options, as appropriate, for the type of calculation you have selected.

5. Type a **name for your calculated row or column**in the Label name box.

6. Click on the **OK** button.

Procedure 25: Adding a Blank Row or Column

1. Click on a **row or a column label**. (Select the row above the place where you want a blank row added, or choose the column to the left of where you want a blank column added.)
2. Click on **Insert** on the menu bar.
3. Click on **Blank(s)** from the drop-down menu. The DSS inserts the blank row or column.

Procedure 26: Adding a Long Bar Nesting in Reporter Mode

1. Select a **dimension** from the Dimension Line or Dimension Viewer.

2. Click and drag the **dimension** to the side of the row label(s) or below the column label(s) until a long bar appears. Release the mouse button.

   🗁 When using long bar nesting in a row or column format, the nesting will apply to the entire series of rows or columns.

Procedure 27: Drilling Down/Up on a Nested Dimension in Reporter Mode

To drill down on a nested dimension:

1. Double click on **a row or a column label** to drill down. Notice that the summary/parent label remains, and the detail/child labels also appear.

To drill up on a nested dimension:

2. Position the cursor over a **row or a column label** until you see the cursor become a plus sign with an up arrow.

3. Double click on that **label** to drill up.

Procedure 28: Adding a Short Bar Nesting in Reporter Mode

1. Select a **dimension** from the Dimension Line or Dimension Viewer.
2. Click and drag the **dimension** to the side of the row label(s) or below the column label(s) until a short bar appears. Release the mouse button

   🗁 When using short bar nesting in a row or column format, the nesting will apply only to the rows or columns on which the short bar appeared.

Procedure 29: Highlight/Undo Highlight of a Subset in Reporter Mode

To highlight a subset in a Reporter's report:

1. Click on **View** on the menu bar.

2. Click on **Highlight Subsets** from the drop-down list.

🗁 The DSS highlights any existing subset and places a check mark in front of the menu item Highlight Subsets. This function is only meaningful when subsets are present in your data.

To undo the highlight of a subset in a Reporter's report:

3. Click on **View** on the menu bar.

4. Click on **Highlight Subsets** from the drop-down list.

🗁 The DSS removes highlighting from any existing subset and also removes the check mark from the menu item Highlight Subsets.

Procedure 30: Creating and Adding a Parentage Subset in Reporter Mode

1. Click on the Dimension Viewer button on the toolbar.
2. Click on a dimension in the Dimension Viewer to select it.
3. Click on the **Create parentage subset definition** button on the Dimension Viewer toolbar.
4. Select the desired level qualifier in the Parentage Subset dialog box..
5. Click on the **Save Subset** button.
6. Click on the **Close** button. The DSS adds the parentage subset in the Subset Viewer.
7. To add the subset to your report, right click on the subset definition in the Subset Viewer, then click on either **Add as Rows**, **Add as Columns** or **Add as Layers**.

   🗁 The DSS adds the parentage subset to your report. Notice that the subset definition in the Subset Viewer now has a green check mark in front of it to indicate that this subset is being used in the report.

Procedure 31: Creating/Adding a Simple Find-in-Cube Subset in Reporter Mode

1. Click on the Dimension Viewer button on the toolbar.

2. Click on the **Create find-in-cube subset definition** button on the Dimension Viewer toolbar. The **Find in cube** dialog box appears**.**

   🗁 If there is an **Options** button visible in the dialog box, click on it to open the full dialog box.

3. Type the text string you want to find in the **Find what** box.

4. Make selections for **Simple patterns** and **Match,** as appropriate.

5. To select a dimension to search, click on the down arrow in the **Dimension[s]** box of the **Find in cube** dialog box and click on the dimension name.

6. Click on the **Find all** button. The DSS displays the results of the search.

7. Click on the **Save Subset** button.

8. Click on the **Close** button. The DSS adds the find-in-cube subset definition in the Subset Viewer.

9. To add the subset to your report, right click on the subset definition in the Subset Viewer, then click on either **Add as Rows**, **Add as Columns** or **Add as Layers**.

   🗁 The DSS adds the find-in-cube subset to your report**.** Notice that the subset definition in the Subset Viewer now has a green check mark in front of it to indicate that this subset is being used in the report**.**

Procedure 32: Creating/Adding a Find-in-Cube Subset using Wildcards in Reporter Mode

1. Click on the Dimension Viewer button on the toolbar.

2. Click on the **Create find-in-cube subset definition** button on the Dimension Viewer toolbar.

3. Type the search criteria, with wildcard(s), in the **Find what** section of the **Find in cube** dialog box. (See **QRG__** for a list of wildcards available in Cognos PowerPlay)

4. Click on the **Use wildcards** check box in the **Find in cube** dialog box

5. To select a dimension to search, click on the down arrow in the **Dimension[s]** box of the **Find in cube** dialog box and click on the dimension name.

6. Click on the **Find all** button in the upper section of the Find in cube box.

7. Click on the **Save Subset** button on the Find in cube box.

8. Click on the **Close** button on the Find in cube box.

9. To add the subset to your report, right click on the subset definition in the Subset Viewer, then click on either **Add as Rows**, **Add as Columns** or **Add as Layers**.

   🗁 The DSS adds the find-in-cube subset to your report. Notice that the subset definition in the Subset Viewer now has a green check mark in front of it to indicate that this subset is being used in the report.

Procedure 33: Editing Subsets

1. Click on the Dimension Viewer button from the toolbar menu to open it.
2. Click on the subset definition in the Subset Viewer to select it.
3. Right click on the mouse.
4. Click on **Edit** from the pop-menu.
5. A dialog box is displayed, depending on the type of subset you have selected for editing.
6. Make the necessary changes to the subset criteria, then click **OK.**

Procedure 34: Renaming a Subset

1. Click on the Dimension Viewer button on the toolbar.
2. Click on the subset definition in the Subset Viewer to select it.
3. Right click on the mouse.
4. Click on **Rename** on the pop-up menu. The **Rename Subset Definition** dialog box is displayed.
5. Type the new name in the **Name** box, then click **OK.**

Procedure 35: Resizing a Row/Column

1. Position the cursor over the right border of a row or the lower border of a column. Notice that the cursor shape changes to a crosshair.

2. Click and drag the border until the row or column is the desired width or height. You can drag the border to the right or to the left.

Procedure 36: Unhiding Titles

The standard delivered Explorer/Reporter reports are created with a default title, header, and footer. The Explorer reports are saved with the titles hidden. Titles do not print if they are hidden.

1. Click on **View** from the menu bar.

2. Click on **Title.** The DSS displays the report with the **< default title>**.

Procedure 37: Editing Titles

1. Double click on the title. The DSS displays a **Title** editing box. If <**NEW TITLE**> appears, highlight it and type the new title name.

> The Title box has 3 different areas: the title area, a format menu, and an Insert button. The Insert button is a tool for adding variables or pictures to a title.

2. Click on the **Insert** button to view the variables for the following:

- Report
- MDC
- Variable
- Numbers
- Dimension
- Picture Object

Each variable has a drop-down menu from which selections can be made to add items to the report title area.

3. To format, highlight the title, text, or a variable and choose a formatting option from the format menu.

4. Click on the **OK** button to close the **Title** box.

Procedure 38: Viewing Headers and Footers for a Report

1. To view using the Print Preview method, click on the **Print Preview** button from the tool bar.
2. Click on the **Close** button to close the **Print Preview** window.

Procedure 39: Formatting Categories

1. Click on **Edit** on the menu bar.
2. Position the cursor over **Select** from the drop-down menu.
3. Click on one of the following options:
   - Rows
   - Columns
   - Layers
   - All
4. Click on **Format** on the menu bar.
5. Position the cursor over **Categories** from the drop-down menu.
6. Choose and click on one of the following:
   - Labels Only
   - Values Only
   - Labels and Values
   - Default

   The DSS displays the Format Categories dialog box.
7. Click on one of the following tabs (based on the selection made in step 6):
   - Font
   - Format
   - Alignment
   - Patterns
8. Make desired changes and click the **OK** button.

Procedure 40: Hiding Data

1. Highlight the row(s) or column(s) you wish to hide.
2. Click on **Format** from the menu bar.
3. Position the cursor over **Hide**.
4. Click on **Selected Categories**.

   🗁 The DSS gives the choice of hiding selected or unselected categories. This is a useful tool when there are few rows or columns that need to be displayed.

   🗁 Do **NOT** resize rows or columns to hide them.

Procedure 41: Viewing Hidden Data

1. Click on **Format** on the menu bar.
2. Click on **Unhide** from the drop-down menu.

Procedure 42: Suppressing Zero Values

1. Click on **Explore** on the menu bar.
2. Position the cursor over **Suppress Zeros** from the drop-down menu.
3. Click on one of the following:
    - Rows and Columns
    - Rows Only
    - Columns Only

🗁 Using the Suppress Zeros command slows processing. It can be used most effectively as a preliminary to printing a report.

Procedure 43: Changing the Crosstab Views

1. Click on **View** on the menu bar.

2. Click on the **Page Layout** or **Page Width** view. The DSS displays the page with the selected view.

   🗁 While a view is displayed, you can access a different View from the menu bar without having to close the current view. To return to the default view (Normal), click on View from the menu bar and select Normal.

Procedure 44: Changing Display Options

1. Click on **Format** on the menu bar.
2. Click on **Display Options** from the drop-down menu. The DSS brings up the Display Options dialog box.
3. Click once in the **Show label gridlines** checkbox to remove the check mark.
4. Click once in the **Show data gridlines** checkbox to remove the check mark.
5. Click once in the **Show row detail gridlines** checkbox to remove the check mark.
6. Click once in the **Show column detail gridlines** checkbox to remove the check mark.

   🗁 Notice that you can remove the summary row or column in this dialog box, and you can take the automatic indent off as well.

   🗁 If you click on the Totals tab, you can give the summary row and column a label name.

7. Click on the **OK** button.

Procedure 45: Saving a Custom Report

1. Click on **File** on the menu bar.

2. Click on **Save As** from the file drop-down menu.

🗁 The DSS automatically saves reports in the default directory **c:\ncasdss\custom**. *There is no distinction between Explorer reports and Reporter reports.* Both have the *.ppr file name extension.

3. Type the file name in the **File name** box of the **Save As** dialog box.

🗁 You may save a report anywhere on your LAN in any directory where you have write access.

🗁 In the DSS, you are not limited in the number of characters used to name your report. However, you may be limited to 8 characters by your operating system.

4. Click on the **SAVE** button.

Procedure 46: Printing a Report

To select the page setup:

1. Click on **File** on the menu bar.
2. Click on **Page Setup** from the drop-down menu.
3. Change the left, right, top and bottom margins to**.5** in the Margins tab of the Page Setup dialog box.

   🗁 The margins setup will depend on the printer you are using.

To change the paper size and orientation:

4. Click on the **down arrow** on the Paper type list box to get a list of available paper sizes.
5. Click on the **desired paper type** to select it.

To view the potential paper sources:

6. Click on the **down arrow** on the Paper source list box.

To change the paper orientation:

7. Click on **Portrait** or **Landscape** in the Orientation box.

To select the printer:

8. Click on **File** on the menu bar.
9. Click on **Print** from the drop-down menu.
10. Click on the **Name list** box to change the printer.
11. Click on the **Properties** button if you want to change printer properties and print quality and complete the necessary changes.

To view the report before printing:

12. Click on the **Preview** button in the Print box.

13. Click on the **Close** button.

To change print options:

14. Click on the **Options** button in the **Print** box.

- The Print page layout view option will print all displays as they appear in the page layout view.
- The "Print selected display(s)" option will print all data for the selected display.

15. The Selected display printing options box becomes active and you can select the desired options.

To set to print more than one layer:

16. Click on the **Options** button in the Print box.

17. Click on the **Rows and Layers** tab.

18. Click on the **Print the specified rows and layers** selection box.

19. Double click on the **All layers** selection box to choose all layers.

20. Click on the **OK** button.

Procedure 47: Saving to Excel

1. Click on **File** on the menu bar.

2. Click on **Save As** from the drop-down menu.

3. Click on the **down arrow** beside the “Save as type” box.

4. Click on **Excel files(*.xls)** to select it.

> The number of characters you can use to name your report is limited only by your operating system.

5. Select the **c:\ncasdss\custom** directory from the list box or another directory for which you have write access.

6. Click on the **Save** button. The DSS displays the completion message -Report successfully saved to Excel file.

7. Click on the **OK** button.

QRG 1: Center Structure by Agency

See the following page for Center Structure by Agency

CENTER STRUCTURE BY AGENCY

AGENCY NAME AND NUMBER	CENTER ELEMENT											
	1	2	3	4	5	6	7	8	9	10	11	12
Administration 13, 04	Fund				RCC				Program (Project)			
AOC 02, 71, 72	Fund				RCC				Project ID			
Commerce 43	Fund				RCC				Program (Project)		Receipt Approp (Source)	
Community Colleges 50	Fund				RCC				FRC (1st 2 digits)			
Crime Control 47	Fund				Organization (RCC)			Grant Identifier		Program (Project)		
Cultural Resources 46	Fund				Organization (RCC)			Federal (Source)	Grant ID (FRC)		Major Program/ Exhibits (project)	
DACS 10, 1A	Fund				RCC				FRC			
DENR 16	Fund				RCC				Program			
DHHS (All Divisions/ Institutions) 20 - 29, 30 – 39, 2A, 3A - 3D	Fund				RCC				FRC (1st 2 digits) or new		Program (1st 2 digits)	
DOC 42	Fund				RCC							

AGENCY NAME AND NUMBER	CENTER ELEMENT											
	1	2	3	4	5	6	7	8	9	10	11	12
DOC - Div Adult Prob. & Parole 42	Fund				Judicial Division	RCC						
DPI 08	Fund				Funding Source					Organizational Unit		
General Assembly 01	Fund				Organization		Program					
Governor's Office 03	Fund				RCC							
Insurance 12	Fund				Organization (RCC)							
Justice 09	Fund				RCC				Receipt / Approp (Source)			
Labor 11	Fund				RCC				Grant Identifier		Receipt / Approp (Source)	Confer-ence (Project)
Major Medical 6A	Fund											
NC Housing Fin Auth 0A	Fund				Organization							
NCSSM 87	Fund				RCC							

AGENCY NAME AND NUMBER	CENTER ELEMENT											
	1	2	3	4	5	6	7	8	9	10	11	12
Office of Administrative Hearing 67	Fund				Federal (Source)							
OSA 06	Fund				RCC				FRC			
OSC 14	Fund				RCC							
Revenue 45	Fund				Organization (RCC)		Receipt/ Approp (Source)	Program (Project)				
Secretary of State 05	Fund				Cost Center		Receipt/ Approp (Source)					
ITS 41	Fund				Cost Center							
Treasurer 07	Fund				Special Categories (Project)							
Universities U	Fund											
Wildlife 17	Fund				PPB	Funding (Source)	Project		Activity			Location
OJJ 18	Fund				Cost Center				FRC Code		OJJ Programs	
DOT 15	Fund											
ESC 44	Fund											
UNC-H 48	Fund											

QRG 2: Dimensions and Measures by MDC Types

	MDC Type			
Dimension	**Budget**	**GASB**	**Management**	**Materials Management**
Accounts	(4)	(1)		(2)
Accounts, Operating Statement			(3)	
Aging				X
Budget Code/Fund/Tx Type				X
Budget Codes/Funds	X	X	X	
Budget Types, All	X		X	
Center Elements	X		X	X
Companies, All				X
Expenditure Functions, All		X		
Financial Reporting Unit (FRU)	X	X	X	
Fiscal Period (Month)	X	X		
Fiscal Year	X	X		
GAAP Fund Types		X		
GASB Numbers, All		X		
Grant Year	X		X	X
Requesters/Vendors				X

(1) Includes Balance Sheet Accounts and Operating Statement Accounts
(2) Expenditure accounts only
(3) Includes Revenues, Expenditures, and Budgetary Accounts
(4) Includes Revenues, Expenditures, Adjustments to Cash, and Budgetary Accounts.

	MDC Type			
Measure	**Budget**	**GASB**	**Management**	**Materials Management**
Actual, MTD	X	X		
Actual, QTD	X			
Actual, YTD		X	X	
Actual, YTD Fiscal	X	X		
Balance				X
Balance, Authorized Available			X	
Balance, Beginning		X		
Budget, Unexpended Authorized	X			
Budget, Unexpended Certified	X			
Budget, YTD Authorized	X	X	X	
Budget, YTD Certified	X	X		
Commitment			X	
Encumbrance, YTD	X	X	X	

QRG 3: MDC Naming Conventions for Universities

University	University ID
UNC - General Administration	UA
UNC - Chapel Hill	UB
NC State University	UC
UNC - Greensboro	UD
UNC - Charlotte	UE
UNC - Asheville	UF
UNC - Wilmington	UG
East Carolina University	UH
NC A&T University	UI
Western Carolina University	UJ
Appalachian State University	UK
Pembroke State University	UL
Winston-Salem State University	UM
Elizabeth City State University	UN
Fayetteville State University	UO
NC Central University	UP
NC School of the Arts	UQ

QRG 4: Other MDC Types

MDC Type	Sample File Names (FY2000)
DHHS Consolidated 3XX Consolidated	DHRBUDGT.mdc, 3XXBUDGT.mdc DHRGASB.mdc, 3XXGASB.mdc DHRMGMT.mdc, 3XXMGMT.mdc
Quarterly Statewide--Budget Type All agencies and universities	NCB00Q1.mdc NCB00Q2.mdc NCB00Q3.mdc NCB00Q4.mdc
Quarterly Statewide--Budget Type Universities only	NCUB00Q1.mdc NCUB00Q2.mdc NCUB00Q3.mdc NCUB00Q4.mdc
Quarterly Statewide--GASB Type All agencies and universities	NCG00Q1.mdc NCG00Q2.mdc NCG00Q3.mdc NCG00Q4.mdc
Quarterly Statewide--GASB Type Universities only	NCUG00Q1.mdc NCUG00Q2.mdc NCUG00Q3.mdc NCUG00Q4.mdc
Multi-Year Comparative, Statewide Budget Type All agencies and universities	NCBSEPT.mdc NCBDEC.mdc NCBMAR.mdc NCBJUNE.mdc
Multi-Year Comparative, Statewide Budget Type Universities only	NCUBSEPT.mdc NCUBDEC.mdc NCUBMAR.mdc NCUBJUNE.mdc
Multi-Year Comparative, Statewide GASB Type All agencies and universities	NCGSEPT.mdc NCGDEC.mdc NCGMAR.mdc NCGJUNE.mdc
Multi-Year Comparative, Statewide GASB Type Universities only	NCUGSEPT.mdc NCUGDEC.mdc NCUGMAR.mdc NCUGJUNE.mdc

QRG 5: Explorer Mode Reports

NAME	DESCRIPTION OF EXPLORER REPORT	DATABASES
AFF Management Control Report Explorer name: 14xmgmt.ppr	This Explorer report is used for finding the authorized line item budget, commitments, encumbrances, expenditures, and available balances by fund and cost center from the Available Funds File (AFF).	14xmgmt.mdc (current data) no history available
GL Budget Code Control Report Explorer name: 14xbudgt.ppr	This Explorer report includes all accounts that affect the agency's cash basis budgetary reports (BD701), primarily operating statement accounts. Data available in this Explorer report includes YTD certified budget, YTD authorized budget, YTD actual, YTD encumbrance, MTD actual, and QTD actual.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
GL GASB Control Report Explorer name: 14xgasb.ppr	This Explorer report includes balance sheet and operating statement accounts. It allows the agency to analyze current and prior period general ledger activity with a focus on the detail GASB number and company number. Data available includes MTD actual, YTD actual, beginning balance, YTD certified budget, YTD authorized budget, YTD encumbrance, and YTD fiscal actual.	14xgasb.mdc (current year data) 14gfyx1.mdc (data for YYx1)
MM Open Documents By Account Report Explorer name: 14xmeact.ppr	This Explorer report includes the expenditure accounts for outstanding encumbrances and commitments amounts under the Budget Code/Fund/TX Type dimension. The encumbrances and commitments can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances.	14xmmopn.mdc no history available
MM Open Documents By Requester/ Vendor Report Explorer name: 14xmmrv.ppr	This Explorer report includes an Aging Schedule by Requesters/Vendors for outstanding encumbrance and commitment amounts under the Budget Code/Fund/TX Type dimension. The encumbrances and commitments can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances.	14xmmopn.mdc no history available

QRG 6: Reporter Mode Reports

NAME	DESCRIPTION OF REPORT	DATABASE
BD701 Budget Code Recap Reporter name: 14x7011.ppr	BD701 **Budget Code Recap** reports a budget code level summary of total budgeted and actual expenditures, revenues, and appropriation balances. All amounts are summarized and displayed at the expenditures, revenues, and appropriation level for each budget code.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
BD701 Summary By Purpose Reporter name: 14x7012.ppr	BD701 **Summary by Purpose** reports a summary of the total budgeted and actual expenditures and revenue balances by the budget code. All amounts are summarized and displayed at the budget fund (purpose) level.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
BD701 Summary by Account Reporter name: 14x7013.ppr	BD701 **Summary by Account** reports a summary of the total budgeted and actual expenditures and revenue balances by the account number within each budget code. All amounts are summarized and displayed at the summary account level (4-digits) for each budget code.	14xbudgt.mdc (current year data) 14xbfyx1.mdc (data for YYx1)
MM Open Documents By Account Report Reporter name: 14xmract.ppr	The **MM Open Documents By Account Report** includes all expenditure accounts for Budget Code/Fund/TX Type Dimensions at the four-digit summary level. Budget Code/Fund/TX Type can be drilled down to encumbrances and commitments levels, which can be drilled down to the Invoice, Purchase Order, and Requisition lines that make up the balances. Calculations can be added to further analyze the balances.	14xmmopn.mdc no history available

QRG 7: DSS Standard Reports

See the following pages for the DSS Standard Reports listing.

	PowerPlay: File names		DSS Desktop: Screen access paths							
			Management Analysis				Financial Analysis			
	Report Name	Cube Type	Agency		Statewide		Agency		Statewide	
Standard Report	(*.ppr)	(*.mdc)	View	Report	View	Report	View	Report	View	Report
AFF Management Control	mgmt	mgmt / ncmgmt	X		X					
BD701 Budget Code Recap	7011	budgt / ncbudgt		X		X				
BD701 Summary by Account	7013	budgt / ncbudgt		X		X				
BD701 Summary by Purpose	7012	budgt / ncbudgt		X		X				
BD701 U Univ Budget Code Recap	7011	ncubudgt				X				
BD701 U Univ Summary by Account	7013	ncubudgt				X				
BD701 U Univ Summary by Purpose	7012	ncubudgt				X				
CAFR 11 B Statement of Plan Net Assets	cf11b	ncgasb						X		X
CAFR 11 Balance Sheet	cfr11	ncgasb						X		X
CAFR 11 C Proprietary Balance Sheet	cf11c	ncgasb						X		X
CAFR 11 D Investment Trust Fund Statement of Net Assets	cf11d	ncgasb						X		X
CAFR 11 U University Balance Sheet (Accrual)	cf11u	ncgasb						X		X
CAFR 12 Operating Statement – Expenditures by Function	nccfr12	ncgasb								X
CAFR 17 Budgetary Basis Operating Statement – General Fund	nccf17g	nccafrbd								X
CAFR 17 Budgetary Basis Operating Statement - Special Revenue	nccf17s	nccafrbd								X
CAFR 52 Operating Statement	cfr52	ncgasb						X		X
CAFR 53 Proprietary Operating Statement	cfr53	ncgasb						X		X
CAFR 54 Statement of Changes in Plan Net Assets	cfr54	ncgasb						X		X
CAFR 55 University Operating Statement (Accrual)	cfr55	ncugasb						X		X
CAFR 56 Investment Trust Fund Statement of Changes in Net Assets	cfr56	ncgasb						X		X
CASH 11 B Statement of Plan Net Assets	cs11b	ncgasb						X		X
CASH 11 Balance Sheet	csh11	ncgasb						X		X
CASH 11 C Proprietary Balance Sheet	cs11c	ncgasb						X		X
CASH 11 D Investment Trust Fund Statement of Net Assets	cs11d	ncgasb						X		
CASH 11 U University Balance Sheet (Cash)	cs11u	ncugasb						X		X
CASH 52 Operating Statement	csh52	ncgasb						X		X
CASH 53 Proprietary Operating Statement	csh53	ncgasb						X		X
CASH 54 Statement of Changes in Plan Net Assets	csh54	ncgasb						X		X
CASH 55 University Operating Statement (Cash)	csh55	ncugasb						X		X
CASH 56 Investment Trust Fund Statement of Changes in Net Assets	csh56	ncgasb						X		
COMP 11 B Comparative Statement of Plan Net Assets	cm11b	ncgasb						X		X
COMP 11 C Comparative Proprietary Balance Sheet	cm11c	ncgasb						X		X
COMP 11 Comparative Balance Sheet	cmp11	ncgasb						X		X
COMP 11 D Comparative Investment Trust Fund Statement of Net Assets	cm11d	ncgasb						X		
COMP 11 U Comparative University Balance Sheet	cm11u	ncugasb						X		X
COMP 12 Comparative Operating Statement – Expenditures by Function	nccmp12	ncgasb								X
COMP 52 Comparative Operating Statement	cmp52	ncgasb						X		X

	PowerPlay: File names		***DSS Desktop:*** Screen access paths							
			Management Analysis				Financial Analysis			
	Report Name	Cube Type	Agency		Statewide		Agency		Statewide	
Standard Report	(*.ppr)	(*.mdc)	View	Report	View	Report	View	Report	View	Report
CAFR 53 Proprietary Operating Statement	cfr53	ncgasb						X		X
CAFR 54 Statement of Changes in Plan Net Assets	cfr54	ncgasb						X		X
CAFR 55 University Operating Statement (Accrual)	cfr55	ncugasb						X		X
CAFR 56 Investment Trust Fund Statement of Changes in Net Assets	cfr56	ncgasb						X		X
CASH 11 B Statement of Plan Net Assets	cs11b	ncgasb						X		X
CASH 11 Balance Sheet	csh11	ncgasb						X		X
CASH 11 C Proprietary Balance Sheet	cs11c	ncgasb						X		X
CASH 11 D Investment Trust Fund Statement of Net Assets	cs11d	ncgasb						X		
CASH 11 U University Balance Sheet (Cash)	cs11u	ncugasb						X		X
CASH 52 Operating Statement	csh52	ncgasb						X		X
CASH 53 Proprietary Operating Statement	csh53	ncgasb						X		X
CASH 54 Statement of Changes in Plan Net Assets	csh54	ncgasb						X		X
CASH 55 University Operating Statement (Cash)	csh55	ncugasb						X		X
CASH 56 Investment Trust Fund Statement of Changes in Net Assets	csh56	ncgasb						X		
COMP 11 B Comparative Statement of Plan Net Assets	cm11b	ncgasb						X		X
COMP 11 C Comparative Proprietary Balance Sheet	cm11c	ncgasb						X		X
COMP 53 Comparative Proprietary Operating Statement	cmp53	ncgasb						X		X
COMP 54 Comparative Statement of Changes in Plan Net Assets	cmp54	ncgasb						X		X
COMP 55 Comparative University Operating Statement	cmp55	ncugasb						X		X
COMP 56 Comparative Investment Trust Fund Statement of Changes in Net Assets	cmp56	ncgasb						X		
GF701 General Fund Revenue Budget Code Recap	ncgf7011	ncbudgt				X				
GF701 General Fund Revenue Summary by Account	ncgf7013	ncbudgt				X				
GF701 General Fund Revenue Summary by Purpose	ncgf7012	ncbudgt				X				
GFR 11 General Fund Revenues Balance Sheet	ncgfr11	ncgasb								X
GFR 52 General Fund Revenues Operating Statement	ncgfr52	ncgasb								X
GL Budget Code Control	budgt	budgt / ncbudgt	X		X					
GL GASB Control	gasb	gasb / ncgasb	X		X					
MM Open Documents by Account	meact	mmopn	X	X						
MM Open Documents by Requester / Vendor	mmrv	mmopn	X							
UNIV GL Budget Code Control	budgt	ncubudgt			X					
UNIV GL GASB Control	gasb	ncugasb			X					
University Accrual Financial Statement Analysis	accr	gasb / ncugasb					X		X	
University Cash Financial Statement Analysis	cash	gasb / ncugasb					X		X	

QRG 8: Reports Available in Adobe PDF Format

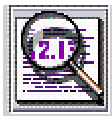
FRU	CAFR 11A Statement pf Changes in Assets and Liabilities	CAFR 30 Schedule of Federal Financial Assistance	CAFR 57 Budgetary Basis Operating Statement
01			X
02	X	X	X
03		X	X
04			X
05	X		X
06			X
07	X		X
08	X	X	X
09		X	X
0A		X	X
10		X	X
11		X	X
12	X	X	X
13	X	X	X
14			X
15			X
16		X	X
17		X	X
18	X		X
20		X	X
21		X	X
22		X	X
23	X		X
24	X	X	X
25		X	X
26	X	X	X
27		X	X
28		X	X
29	X		X
2A			X

FRU	CAFR 11A Statement pf Changes in Assets and Liabilities	CAFR 30 Schedule of Federal Financial Assistance	CAFR 57 Budgetary Basis Operating Statement
2B			X
2XX	X		
30			X
3X		X	X
3XX	X		
3XX Summary	X		
41			X
42	X	X	X
43	X	X	X
44			X
45	X		X
46		X	X
47		X	X
48			X
50		X	X
60			X
67			X
69			X
6A			X
6B	X		X
6C			X
70			X
71	X		X
72	X		X
87	X	X	X
90	X		X
99	X		X
A9			X
B0			X
B1			X
B2			X
B3			X
B4			X
B5			X

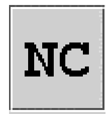
FRU	CAFR 11A Statement pf Changes in Assets and Liabilities	CAFR 30 Schedule of Federal Financial Assistance	CAFR 57 Budgetary Basis Operating Statement
DHR	X	X	X
NC	X		
R1			X
R2	X		X
R3	X		
R4	X		
R5	X		
R6	X		
R7	X		X
RD			X
RE	X		

QRG 9: The DSS Main Menu Buttons

The **Management Analysis** section of the Main Menu contains reports that help agencies manage their day-to-day operations.

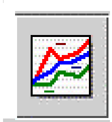


The **Agency** button accesses Management Analysis reports for a specific agency.

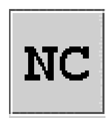


The **Statewide** button accesses information about all agencies. Statewide reports are provided only to central management agencies (e.g., Fiscal Research, OSBPM, OSC, and Auditors).

The **Financial Analysis** section contains reports that are used for the Comprehensive Annual Financial Report (CAFR).



The **Agency** button accesses Financial Analysis reports for a specific agency.



The **Statewide** button accesses information about all agencies. Statewide reports are provided only to central management agencies.

The **Custom** section contains reports that have been modified and saved by users.

The **Views/Reports** button accesses reports that have been modifed and saved by users.

The **Adobe Reports** button allows users to view reports in Adobe Acrobat.

QRG 10: Comparison of Explorer and Reporter Functions

Comparison of Explorer and Report Modes		
The DSS Modes	**Applications**	**Functions**
Explorer	• Quick Analyses • Simple Data Presentations	Drill down Drill up Delete measures Isolate data Format Next Highlight exceptions
Reporter	• Detailed Reports • Summary and Detail Presentations	Drill down Drill up Delete any dimension Move Calculations Add categories Format Nest Subsets Sort/Rank Highlight exceptions

QRG 11: Cognos PowerPlay Toolbar Buttons

3-D bar	Multiline
About	New
Add as column	Next level children of
Add as layers	Normal view
Add as rows	Open
Add blanks	Page layout view
Automatic exceptions	Page width view
Average of	Paste
Bold	Pie (depth)
Bring to front	Pie
Calculated categories	Print preview
Clustered bar (depth)	Print
Clustered bar	Rank
Copy	Redo
Correlation (depth)	Replace columns
Correlation	Replace layers
Create advanced subset definition	Replace rows
Create Find-in-cube subset definition	Reset dimensions
Create nesting levels	Right
Create parentage subset definition	Save
Crosstab	Scatter
Currency conversion	Send to back
Currency	Separator
Cut	Share of
Dimension Viewer	Short-long names

Display options

Drill through

Each

Explorer < -- > Reporter

Filter

Format measure

Help

Indented 1 crosstab

Indented 2 crosstab

Intersect

Italic

Launch impromptu

Launch

Layer target

Left

Lowest level children of

Simple bar (depth)

Simple bar (horizontal with depth)

Simple bar (horizontal)

Simple bar

Single line

Sort

Stacked bar (depth)

Stacked bar

Standard crosstab

Sum of

Suppress zero columns

Suppress zero rows

Suppress zeros

Swap rows and columns

Titles

Undo

QRG 12: The DSS Wildcards

<table>
<tr><th>Character</th><th>Description</th><th>Example</th></tr>
<tr><td>^</td><td>The beginning of a dimension title.</td><td>"^53"
finds "531" and "531111", but not "6530".</td></tr>
<tr><td>$</td><td>The end of a dimension title.</td><td>"$vice"
finds "vice" and "service", but not “services".</td></tr>
<tr><td>?</td><td>Any single character (except newline).</td><td>"compute?"
finds "computer" and "computes”, but not compute".</td></tr>
<tr><td>~</td><td>Zero or one occurrence of the preceding character (or sub-expression).</td><td>"sala~"
finds "salary" and "sales".</td></tr>
<tr><td>*</td><td>Zero or more occurrences of any characters (except newline).</td><td>"epa*"
finds "epa" and "prepaid".</td></tr>
<tr><td>#</td><td>Zero or more occurrences of the preceding character (or sub-expression)</td><td>"5323#"
finds "532" and "532333".</td></tr>
<tr><td>@</td><td>One or more occurrences of the preceding character (or sub-expression).</td><td>"filex@"
finds "filex" and "filexxx", but not "file".</td></tr>
<tr><td>|</td><td>Either the preceding character (or sub-expression) or the following one.</td><td>"service|data|computer"
finds "service", “data” and "computer".</td></tr>
<tr><td>[ ]</td><td>Any character within the brackets. Ranges of characters can be specified using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; e.g. [!a-m] matches everything except a through m.</td><td>[ES]PA"
finds "EPA" and "SPA".

5328[0-9]
finds “532811” and “532860” but not “5328.”

5328[!6]
finds “532811” but not “532860.”</td></tr>
<tr><td>( )</td><td>Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.</td><td>"ab(cd)#e"
finds "ab" followed by zero or more "cd" combinations followed by "e".</td></tr>
<tr><td>\</td><td>The next character literally. Allows wildcard characters to be treated as normal characters.</td><td>"how\?"
finds "how?".</td></tr>
</table>

QRG 13: Troubleshooting

PC Memory Problems

Running DSS requires significant PC processing power and random access memory (RAM). If you experience unusual symptoms while working with the DSS, such as not being able to save a report, or having a PC “crash”, you may need to try some or all of the steps listed below to run DSS more efficiently.

If you do crash or experience other memory-related problems, you will probably need to re-boot your PC. So, before you experience any problems, get in the habit of working “defensively”. Save your work every few minutes, or after making significant changes to a report that you do not want to have to re-create.

- Reduce the number of Undo actions that PowerPlay stores. You may set this number by using the menu combination **File/Preferences/Options**.
- Turn off zero suppression. Use the menu combination **Explore/Suppress Zeros**, and be sure that none of the options are checked.
- Limit the number of categories in a Reporter Mode report by deleting unnecessary categories, especially hidden categories. As a general rule, keep your reports as “lean” as possible, with only the categories you really need.
- Access reports and cubes directly with Cognos PowerPlay, rather than through the “DSS Desktop”.
- Make room on your program drive (usually C:\ ) so that Windows has more space to use for memory management. Delete unnecessary files, and empty your Windows Recycle Bin regularly.

Consult with your LAN Administrator or PC support group before attempting the following.

- Reduce the number of items in your Windows Startup Group
- Set Windows to manage virtual memory automatically.